



Parkway Learning & Development Center

2022 - 2023

Parent/Student Handbook

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Kayla Johnson, Mental Health Counselor

Stacey Yamamoto, Secretary

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Welcome to Parkway Learning & Development Center!

Dear Families,

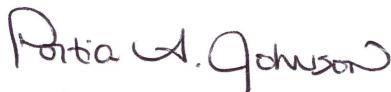
Welcome to the 2022-2023 school year at Parkway Learning & Development Center. I am very excited to participate in the growth of all students, academically and socially. We are an alternative school for students ranging in grades Kindergarten through 12 within the Alliance City School district. We are committed to academic, social and behavioral growth. Our primary instructional practice is to promote 21st century skills and build capacity to return to traditional classrooms within the school district. It is our daily goal to facilitate learning that is contextual, creative and shared. Students will learn by using various instructional strategies, including technology, while educators monitor and analyze progress.

As a willing participant in this program, students have the potential to grow in their vision of schooling and enrich decision making skills in order to be productive students in our district. In addition to focused reading and math instruction, all academy students will have instruction on understanding different points of view, developing and settling into responsibilities and routines, creating study habits, gaining a sense of agency in learning, and forming friendships that will last throughout their school age years. Jointly, we will work to teach students to be active learners of the world around them while developing higher functioning behavioral skills.

The purpose of this handbook is to inform you of the methods used to support this great task. Additional information regarding Alliance City Schools policies and procedures are available in the district handbook. It is important that families review this handbook **and digitally sign off in Final Forms**. If there are any questions regarding policies and procedures, please do not hesitate to ask a staff member for further assistance. Effective learning can only take place when everyone is aware of the policies and procedures that guide Alliance City School's vision, mission, core values, and Aviator Profile.

I solicit your involvement in your child's time at our academies. We value your input and support. We believe you are essential to all students receiving the best education possible. Please consider helping to make us one family, deeply rooted in all aspects of our students' formative years. On behalf of our staff, we look forward to collaborating with you for a successful school year.

Yours in education,



Portia A. Johnson
Principal

ALLIANCE CITY SCHOOLS VISION

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

ALLIANCE CITY SCHOOLS MISSION

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

AVIATOR PROFILE

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

High Performance	<ul style="list-style-type: none">• Teaching and learning at high levels• Collaborate and communicate consistently• Focus on goal driven continuous learning for all	All students will graduate prepared for life, college, and careers
Leadership	<ul style="list-style-type: none">• Engagement in the learning process at all levels• Make a difference by modeling the Aviator Profile• Serve others with integrity and excellence	
Caring Citizens	<ul style="list-style-type: none">• Treat all people with dignity and respect• Embrace and value our unique differences• Press pause and seek first to understand	

ALLIANCE CITY SCHOOLS BLENDED LEARNING POLICY

Mission Statement:

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.

What is Blended learning:

Blended Learning is a formal education program in which students learn through an online delivery with face to face teachers of content and instruction that blend together allowing students to progress through the curriculum at rigorous pace.

Process to individualize student centered learning models for each student:

Each student's academic progress is closely monitored and instruction is modified to meet individual needs of students. Provide parents and students with the blended learning digital handbook and ensure that all parties adhere to policies and procedures.

Process to evaluate the quality of the online curriculum:

Utilize district reports from our online software to analyze data and drive instruction to ensure students are meeting requirements towards graduation.

Assessment of each student's progress through the curriculum:

Students have the opportunity to learn at their own pace and receive credit upon demonstrating mastery of core concepts through assessment and application of collaborative projects.

Assignment of teachers:

No classroom teacher using blended instruction will be required to have more than one-hundred twenty five students.

Method of ensuring each participant has access to the on-line and digital content:

Each student would have his/her own device with unlimited access to the online curriculum while on our district network.

Filtering device that prevents access to obscene or harmful materials:

The district will use our current filtering system that detects any and all harmful materials. Students will also sign the district acceptable use policy annually.

Appropriate training for teachers of the online digital instruction:

Provide professional development to all teachers and administrators to assist in meeting district wide goals.

**A school is released from school year hourly requirements in ORC 3313.48 (A), when a school alters the hours of instruction to adapt blended learning opportunities for all of their students.

Ohio Administrative Code 3301-35-03

Alliance City School District 2022-2023 Calendar

August, 2022

16 - Teacher PD Day/Bldg Mtgs - No stud
17 - Teacher Work Day - No students
18 - First Student Day

AUGUST 2022

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February, 2023

20 - Presidents' Day - No school

September, 2022

2 - Teacher PD Day/Convocation - No stud
5 - Labor Day - No school

SEPTEMBER 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2023

S	M	T	W	Th	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March, 2023

17- Early Dismissal/End 9 wks (43 days)

October, 2022

10 - Teacher PD Day - No students
21 - Early Dismissal/End 9 wks (44 days)

OCTOBER 2022

S	M	T	W	Th	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2023

S	M	T	W	Th	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April, 2023

6-11 - Spring Break - No school

November, 2022

8 - Election Day/Teacher PD - No students
23 - Teacher Conf Exchange Day - No school
24-25 - Thanksgiving Break - No school

NOVEMBER 2022

S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2023

S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May, 2023

2 - Teacher PD Day - No students
26 - Last Student Day - End 9 wks (45 days)
29 - Memorial Day - No School
30 - Teacher Work Day - No students

December, 2022

19-30 - Winter Break - No School

DECEMBER 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2023

S	M	T	W	Th	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June, 2023

January, 2023

2 - New Year's Day Obs - No School
12 - Early Dismissal/End Sem (44 days)
13 - Teacher Work Day - No students
16 - MLK Day - No School

JANUARY 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July, 2023

■ No School
■ Teacher Day/No Students
■ First/Last Student Day



■ Early Dismissal
■ Teacher Exchange Day

ENROLLMENT

Parkway Learning & Development Center serves as an opportunity to learn outside of traditional Alliance City School programs. Students have access to online curriculum coupled with certified staff to help them meet their educational needs in grades K - 12. Math, Language Arts, Social Studies, Science, Group Therapy, Art, and Physical Education will be the primary instruction.

DELAYED START DAYS

Due to inclement weather the district will determine a Delayed Start. This is to allow roads to be treated and for students to be safely transported to school. Please note your child's bus and school start time will both be delayed. Students and families will be notified by ParentSquare, ACS Facebook and Twitter. The following TV Stations : Channel, 5,3,9,19, and 11. Radio Stations: WDPN 1310, WHBC 1480. WHBC 94.1

EARLY DISMISSAL DAYS

ACS provides teachers and support staff on-going professional development throughout the school year. Parkway Learning & Development Center students are released at 12:30 every Friday. In addition, the following date is scheduled for Early Dismissal for the 2022 - 2023 school year:

Thursday, January 12, 2023

STATE ASSESSMENTS

- **Grade 3 - 8 English language arts**
- **High school end-of-course tests**
- **Grade 3 - 8 Mathematics, science and social studies**
- **Grade 3 English language arts**
- **High school end-of-course tests**

ATTENDANCE

STUDENT SCHOOL DAY

Mondays through Thursdays: 8:30am - 2:00pm

Fridays: 8:30am - 12:30pm

Digital: As Required

COMPULSORY ATTENDANCE

The compulsory attendance laws of the State of Ohio (Revised Code, Section 3321.13) require that all children between the ages of six to eighteen attend school. Exceptions are made to this law in the case of physical ailment.

PROCEDURES

Regular attendance is essential to good schoolwork. It is the parents' responsibility, under the law, to see that children are regular in attendance at school. Students who are altering their method of transportation for the day, must receive permission from the parent. Students are required to attend district and state assessments, orientation, transition meetings, and if applicable, IEP/Progress meetings.

Daily Attendance Procedures

1. Upon arrival, students will need to enter through the main door, press the call button and speak their name to Mrs. Yamamoto.
2. On the day of an absence, the parent/guardian must call the Main Office at 330-829-2284 before 10:00 a.m. Voicemail is available for reporting an absence the night before or early the morning of the absence. Notes from the parent/guardian excusing an absence must include the student's first and last name and grade, the parent/guardian's name and signature, a phone number where the parent/guardian can be reached, and the reason for the absence. This note must be received in the Main Office on the first day of the student's return.
3. If a phone call or written excuse is not provided, the absence will be marked unexcused. Students may not be granted credit for make-up course work for unexcused absences and work missed may be counted as failing.
4. Unexcused absences may result in discipline and possible referral to the Court Liaison, which may lead to further action through the Stark County Juvenile Court System.
5. Due to the abbreviated schedule, students spending less than half of their time on task will be marked according to House Bill 410 (See page 15 - 16: Truancy).

Absenteeism

When your child is absent, parents are required to contact the school office before 10:00 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. Students missing more than 20 consecutive hours of time on task may receive home visits with a student resource officer until attendance improves.

Early Release/Late Arrival

Students requesting early dismissal will contact the Main Office prior to the beginning of school with a written note. This note must include the student's name and grade, the parent/guardian's name and signature with a phone number where the parent can be reached, the reason for the dismissal and the time of dismissal. The Main Office will process the note. Students are still responsible for completing their time on task in order to achieve attendance goals.

Excused Absences

In accordance with Ohio Revised Code, 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 written communication 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. **College visitation** -The principal may require verification of the date and time of the visitation by the college, university, or technical college.
- h. **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.

Absence for School Related Activities

1. **Field Trips** – Approved field trips or class trips supervised by certified teachers or principal's designee will not be counted as absent if the student has completed the Field Trip permission form and is present on the field trip. If a student is absent on the day of the field trip, they will be marked absent from school.
2. **Athletic Participation** – Students missing school while participating, as a representative of Alliance, in an athletic contest under the supervision of their coach will not be counted as absent. Each contest must have prior approval from the Principal. Only Alliance City Schools sanctioned athletic programs will be excused under this policy.
3. **Others** – Student and Parent/Guardian must obtain prior approval from the Principal.

Tardiness to School

Your child is tardy if he/she arrives at school after their assigned time. A note of explanation from the parent is required for all tardiness. Students will be held until their time on task is complete for the day, unless a note specifies they are to leave at the normal time.

Pre-Arranged Absences Or Vacations From School

The purpose of this policy is to permit students to be out of school when they must accompany parents who have vacations during the school year and/or when other reasons, as approved by the principal, may apply. Pre-arranged absence forms are in the Main Office. The student and parent fill out the form and return it to the Main Office. The Main Office will then fill out the attendance record and take it to the Principal for approval. The student's prior attendance record will be considered when deciding upon approval. Please allow 5 school days advance notice.

Approval or denial for vacations will be defined as follows:

Excused Absence - No Grade Penalty: Permission is granted for the student to be absent providing:

1. The student will be responsible for notifying all teachers of the absence.
2. The student is responsible for all the work that is missed while gone.
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 a course grade unless the make-up work is incomplete.
5. Students may be given their books, and teachers should tell the student the approximate materials and pages to be covered, but separate daily assignments need not be provided. The reason for this is to help the student remain as current as possible with the progress of the class.
6. The time missed will be counted as absent and the student will be required to make up the work. All assignments that the teacher gave to the student prior to the absence will be due on the student's first day back.
7. The student shall make up all tests/quizzes within 72 hours upon return to school.
8. When the student returns to school, he/she will not be excused from any work or assignments and must assume full responsibility for all course work.

Unexcused Absence: Permission is NOT granted for the student to be absent. No work may be made up by the student for credit.

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 attendance 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 any attendance intervention plans 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 for half of the day of an athletic event, practice, dance, 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

When a student will be absent for more than three (3) days, the parent/guardian may call the Main 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 school days will be applied to this make-up policy. Students placed on home instruction will come under separate guidelines.

ACADEMICS

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 and are consistent throughout all buildings in the District. The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades accurately signify his/her degree of accomplishment of those expected learning outcomes. Board Policy establishes the grading scale as:

A	93-100	C	73-77
A-	90-92	C-	70-72
B+	88-89	D+	68-69
B	83-87	D	63-67
B-	80-82	D-	60-62
C+	78-79	F	BELOW 60

All interims and report cards will be mailed home according to the timelines in the Alliance City Schools calendar. Grades may also be checked through Home Access Center. Quarterly grades are given approximately every 40 - 48 days. Live grade reports are available through parent request. Interim and report card grades will be mailed home. State Testing results will also be mailed home when made available. As a program of Alliance City Schools, Parkway Learning & Development Center follow the same academic recognitions and requirements of traditional schools.

GRADUATION COURSE REQUIREMENTS

MINIMUM COURSE REQUIREMENTS FOR GRADUATION

The Minimum Standards for Ohio Schools, issued by the Superintendent of Public Instruction for the State of Ohio requires that credits in the following areas be earned for graduation:

Subject	Class Credits Required
English	4 units of credit
Social Studies (Must include U.S. History, American Government)	3 units of credit
Science (Must include one unit of physical sciences, one unit of life sciences, and one unit of advanced study)	3 units of credit
Mathematics (Must include 1 unit of Algebra II or the equivalent of Algebra II)	4 units of credit
Health and Physical Education (Students who participate in interscholastic athletics, band or cheerleading for two full seasons are exempt from the physical education requirement)	1 unit of credit
Electives: (Must include: 1 unit or 2 (1/2) units of Business/Tech., Fine Arts or Foreign Language)	6 units of credit
Total Credits Needed For Graduation	21 units of credit

GRADE LEVEL RECOMMENDATIONS

It is recommended that students earn a minimal number of credits each year to stay on track toward graduation. The minimal number of credits a student should earn each year by grade level are as follows:

Sophomore - minimum of 5 credits earned

Junior - minimum of 10 credits earned

Senior - minimum of 15 credits earned

CREDIT RECOVERY

Students who have failed a core course may be put into the credit recovery program. The credit recovery program uses an online curriculum which provides students with the opportunity to recover credits for failed courses. Students can take Plato courses during the school year and in summer school. Students can complete coursework inside and outside of school. Students may pretest out of classes they have previously taken, but must score 70% or higher.

RETENTION

Students at Parkway Learning & Development Center who have failed two or more core content areas will begin the retention process, unless the student's teachers and principal provide evidence and agree the student is academically prepared for the next grade level.

EXPECTATIONS

Students in Parkway Learning & Development Center are expected to follow similar guidelines to their traditional schools. Students are expected to follow the Alliance City Schools Code of Conduct according to district values, behaviors and outcomes matrices. More information will be provided for students during the first full week of school and first day back to school following the end of each marking period.

INDIVIDUAL GOAL REVIEW

Staff members lead discussions in which students are prompted to set a goal for the day. Once students set their goals they are then prompted to identify actions that will support them in working toward accomplishing their goal. Once their actions have been stated students then identify a positive self statement, or PSS, which requires them to identify a positive character trait that they believe they possess.

COUNSELING SERVICES

Parkway Learning & Development Center has individual and group psychoeducation on site by certified mental health counselors employed by Alliance City Schools. We also provide linkage to community mental health services and community resources. Please let the administration know through final forms, if your child is open to any other service providers (C&A, TASC, Comquest, Phoenix, Probation Officers, etc.) that will be visiting the school upon enrollment. It is important for community service providers to schedule any school meetings prior to all school visits. These providers should be in consultation with the Parkway Learning & Development Center Mental Health Counselors in order to coordinate the best treatment for students.

Students will participate in daily group counseling for up to 60 minutes, facilitated by behavior management specialists. Group curriculum is prepared by the psychoeducational focus group consisting of the mental health counselor, administration, and behavior management specialists. Students may also participate in periodic individual psychoeducational counseling. Some students may be opened to our mental health counselor as clients for assessment and treatment, based upon need, parent/guardian request and consent of their parent/guardian. The mental health counselor will assist parents / guardians with determining a best practice approach to address and support your child's mental health needs. A behavior management specialist is available at all times in order to coach students to be successful behaviorally, socially and academically.

The school counselors will maintain student confidentiality, except for in circumstances of serious and foreseeable harm to the student:

1. the student is at risk of harming themselves or someone else

2. if the student is at risk of being harmed by someone else
3. if the law requires the counselor to make a report or disclosure (e.g. to child protection authorities when the child is in need of protection)
4. if the law requires disclosure, such as where a subpoena or court order is issued

Primary ethical obligation for confidentiality is to the students but counselors balance that obligation with an understanding of parents' and guardians' legal and inherent rights to be the guiding voice in their child's life. Our counselors encourage communication with parents throughout the school year.

The counselors inform students of the purposes, goals, and techniques of counseling. They are made aware of the limits of confidentiality. Parents will be asked to give consent for their child to receive counseling unless otherwise noted.

FAMILY SUPPORT SPECIALIST

Through a partnership with the Stark County Educational Service Center and Alliance City Schools, a Family Support Specialist (FSS) is assigned to each building in order to provide support for students who face obstacles outside of the school setting. This is a collaborative effort with the school, student, and family working together to provide needed support. Please contact a staff member if your family is experiencing difficulties.

CARE TEAM & MENTAL HEALTH TREATMENT TEAM

The Care Team & Mental Health Team are available for all students and families to ensure that academic, behavioral, and social programs and services meet students' individual needs to achieve their best potential. Teams are comprised of administrators, counselors, family support specialists, and community agencies. The Ohio Department of Education and the Ohio Department of Mental Health are supporters of Ohio's Stark County CARE Team Initiative (CARE). Please inform counselors if students are currently involved or would like to be in this program.

MEDICATION

It is the preference of the Alliance City School District not to administer a prescription medication to a student. It is understood that, at times, there are situations that justify school personnel dispensing prescription drugs. If such a situation exists, the parent must bring the medication to the school, in the original prescription bottle, which must be properly labeled as prescribed by law. A written consent form must be signed by the parent before medication may be dispensed. All approved medication must be kept in the nurse's office, and it is the responsibility of the student taking the medication to keep up with his/her medication time. **No student, at any time, may have possession of prescribed or over-the-counter medication on any school property including the school bus.**

SYSTEMS & STRUCTURES

TRANSPORTATION

WALKERS/CAR RIDERS

Students who walk or ride (car riders) to school are not to arrive at the building before start times due to supervision requirements. Students are not permitted in the building prior to the start of their appointment/program time.

BICYCLES

The school is not responsible for damaged or stolen bikes. Locks are provided. Before riding your bike to school, a permission slip must be on file in the main office. Students should request a bike lock from arrival duty staff.

NAVIGATORS

Navigators is a middle school after school program that offers academic assistance and possible enrichment activities. Students are offered a snack, receive academic help, develop reading and math skills. Navigators is open to students who meet academic, social and behavioral goals with sessions offered Monday through Thursday at Alliance Middle School. Transportation home is provided. For more information, please contact the school secretary.

BREAKFAST AND LUNCH

All Alliance City Schools participate in a no-cost breakfast and lunch. Students eat at no cost to parents due to a federal grant. All cafeteria meals consist of a balanced diet. Each student has a food service account where their meal status and an account balance is maintained. Money can be added to your student's account with cash, check or on-line payment with Pay-For-It (www.payforit.net). A cafeteria PIN number is used to access their account to purchase additional breakfast, lunch, and other food items. Money will be subtracted from the account as it is used to purchase cafeteria food. If the account reaches a negative balance, a payment must be made the following day. Pay-For-It also allows parents to see their child's account balance, sign up for low balance emails and to see what the child has been purchasing. Menus are sent home and are available on the district website so parents and students can plan ahead for purchasing additional items or carrying a lunch from home. Glass bottles are not permitted. Most school lunches will be consumed in the cafeteria, with the exception of students earning the incentive.

Special Dietary Needs and Food Allergies

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.

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 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 connote a procedural order or degree of severity.

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

Some behaviors require a removal from the classroom, such as proximity seating 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 penalty may also be given.
4. **Criminal Acts** – Any criminal acts toward or related to the school will be reported to law enforcement officials and students will be disciplined by the school. 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 classes, 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**

Use of certain electronic devices is only permitted in Parkway Learning & Development Center as described below. Electronic devices are classified as personal or school-issued. Permissibility of each type of electronic device is described as follows:

Personal Electronic Devices:

For purposes of this policy, "personal electronic devices" (PEDs) includes computers, tablets, smart watches, electronic readers (e.g., Kindle-like devices), **cell phones**, smartphones, and/or other web enabled devices not provided by the school. Student learning and engagement is a top priority. PEDs, namely smart phones, are an unnecessary distraction to our students. PEDs are not permitted to be used throughout the academic school day without the expressed consent of staff. All PEDs shall be turned off and secured out of sight. This includes during classes, hallway transitions and in restrooms.

Students are not permitted to use their PEDs to record video or take pictures during school hours. Use of PEDs for any voice communication (i.e. video chat, phone calls) is not permitted during school hours. When listening to video or audio during the specified times, students must use earbuds and headphones at a volume level that others can't hear. Any music from electronic devices must be listened to through earbuds or headphones.

Possession and/or use, other than described above, may result in the confiscation of the device in its entirety, disciplinary action, and parent retrieval of the item at the sole discretion of the administration. The use of PEDs for illicit or harassing purposes is a serious violation of school rules and state laws and may be handled accordingly. Parkway Learning & Development Center does not assume any responsibility for any PEDs, at any time, brought onto school property, permitted or otherwise, that become lost, confiscated, damaged or stolen.

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.

School-Issued Electronic Devices

Alliance City Schools is committed to making your child's educational experience the best it can be. We recognize that our world is rapidly changing and that technology is present in virtually every part of our lives. We also recognize that technology can increase a student's ability to learn and perform well in school. We have worked hard to provide every student in grades 2-12 with his/her own technology to use.

1. Texting and messaging from school-issued electronic devices may be done in the cafeteria during a student's scheduled lunch period or as mandated by staff.
2. Students are only permitted to use school-issued electronic devices to record video or take pictures during the school day with teacher permission. Students are not permitted to record video or take pictures at any other time during the school day.
3. Use of school-issued electronic devices for any voice communication (i.e. video chat, phone calls) is not permitted during the school day.
4. Students are not permitted to download apps that have been banned by the school administration. The administration has discretion to ban any app that is deemed inappropriate.
5. Students can only use earbuds and headphones in the cafeteria during their scheduled lunch period or as mandated by staff. When listening to video or audio during specified times, students must use earbuds and headphones at a volume level that others can't hear. Any music from electronic devices must be listened to through earbuds or headphones

during the designated times in which students are allowed to use their school-issued electronic device. Earbuds and headphones should be secured out of sight in the hallways.

6. All school-issued devices are to remain in the cases provided by the school.

The use of School-Issued Electronic Devices for illicit or harassing purposes is a serious violation of school rules and state laws and may be handled accordingly.

Consequences for inappropriate use of electronic devices

Violation of the appropriate use of electronic devices, as described above, (1) may result in detentions, Twilight School, Student Improvement Lab, Out of School Suspension, or any other discipline deemed appropriate by the administration; and (2) student may be required to turn the device over to school personnel and the student and/or parent may pick up the device from the Main Office at the end of the school day.

Internet Connection

A wireless internet connection will be provided by the Alliance City Schools for students to connect their devices to the Internet. Students must have a completed Acceptable Use Policy signed and on file at PLDC.

Alliance City Schools will not be responsible for any lost or stolen personal electronic devices.

Consequences for inappropriate use of electronic devices

1st Infraction - Verbal warning, confiscation and return of the device at dismissal.

2nd Infraction - Parent phone call, verbal warning, confiscation and return of the device at dismissal.

3rd Infraction and beyond - Proximity seating by staff member. (Number of days to be determined by the principal.)

4th Infraction and beyond - Students who repeatedly abuse the cell phone policy will be expected to turn in their phones upon their arrival to school.

Alliance City Schools will not be responsible for any lost, stolen, or broken electronic devices brought to school.

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 noncompliance 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 will also be 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. **(A) Physical Attack and/or (B) 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.
- (C) Bullying-** Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted (cyber bullying), psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these.

Some examples of bullying are:

A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threat

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation

D. "Cyber bullying" – the use of information and communication technologies to post slurs or rumors or other disparaging remarks about a student on a web site or on weblog; sending email or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; posting misleading or fake photographs of students on web sites

Bullying is Prohibited

Bullying is NOT acceptable and is strictly prohibited. Bullying conduct is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. A student's bullying conduct also may be addressed through other behavioral interventions.

Any student who is a bystander to any bullying conduct and encourages this bullying conduct also may be subject to appropriate discipline.

No student shall be retaliated against for reporting bullying conduct. Any student who is determined to intentionally have falsely accused another of bullying shall be subject to appropriate discipline.

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.

If a student is told to report to the principal's office by any staff person or school personnel, they should do so immediately without discussion or argument. Explanations can be given after the student reaches the destination at the appropriate time. It is the student's responsibility to deliver all communications concerning discipline and other school business to their parent.

PERSONAL ITEMS

Students are not to bring any materials to school except those directed by the teacher (i.e. homework). Articles considered inappropriate for school are removed and confiscated. These include but are not limited to tobacco products, music players, inappropriate published or written material, tapes, etc. This includes, but is not limited to, wearing a cap, fidget tools, iPods or like devices. Staff may remove any article that is perceived as causing a disruption. Any illegal items found are turned over to the school resource officer, lead teacher or principal. Any item brought to school remains in the office until parent retrieval or at staff discretion.

BULLYING, HARASSMENT, AND INTIMIDATION

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 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 student, a description of such discipline shall be included in the notification.

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. 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 and/or Student Discipline Guidelines.

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.

PROXIMITY SEATING

Students who have attendance and/or behavior problems may be assigned to proximity, usually for one to five days per infraction. Students will be assigned proximity seating with the staff member writing the referral, behavior management specialist or an administrator. Students will be given credit in their regular classes for all the work they complete. If a student is absent while assigned to proximity seating, that time must be made up before the student is returned to regular classes. Students who continue to have discipline problems, will be suspended from school. Students who have been suspended for discipline problems, will not be permitted to return to regular classes until they have successfully completed their obligation. Students will eat their lunch with their assigned teacher.

SOCIAL PROBATION

Social Probation means that a student *may not* attend as a spectator any school sponsored or related function or activity. This includes, but is not limited to, clubs, athletics, competitions, dances, ceremonies, and trips. A student may be placed on Social Probation as a result of academic/disciplinary actions. If a student is placed on Social Probation, he/she shall:

1. not be allowed in the school or on school grounds outside of school hours (9:15am to 3:30pm) except as a participant in a school activity (i.e. school musical, academic assist, etc.) or sport under the direct supervision of a staff member; and
2. not be allowed to attend, as a spectator, any school sponsored event after school hours or on weekends. (i.e. athletic contests, school concerts, dances, etc.)

A student will be placed on Social Probation for poor attendance, inappropriate behavior, and/or poor academic performance. Students and parents will be informed of their social probation status during their initial intake meeting.

A student will be placed on Social Probation for the following academic/attendance/disciplinary actions.

1. Academics - Students with two or more F's and/or less than 15% academic progress in two classes at the end of a grading period/quarter.
2. Attendance - Students with less than 60% time on task will be added to Social Probation at the end of each quarter. Absences for school related activities e.g. college visits, field trips, and/or athletic participation, will not count against the student for Social Probation. Absences for which students have a doctor's excuse also will not count.
3. Behavior - Suspended from school 3 or more days during a grading period/quarter.

If a student is placed on Social Probation for academic reasons (2 or more F's at the end of a grading period/quarter), Social Probation will start at the beginning of the next quarter and last until the quarter ends (9 weeks). If a student is placed on Social Probation for attendance reasons (7 or more absences or tardies at the end of a grading period/quarter), Social Probation will start at the beginning of the next quarter and last until the quarter ends (9 weeks). If a student is placed on Social Probation for disciplinary reasons (3 or more days of suspension during a grading period/quarter), Social Probation will start when he/she comes back to school from suspension and will last for 9 weeks from that date. Social Probation may carry over to the following school year. A student who has 2 or more F's/3 or more days of suspension during the 4th grading period/quarter will be on Social Probation during the 1st grading period/quarter the following school year.

If a student violates Social Probation by attending an after school event, he/she will be placed on Social Probation for an additional 9 weeks and may be subject to additional discipline.

SCHOOL RESOURCE OFFICER

The school resource officers purpose is to assist in creating a safe, secure, and orderly learning environment and also to bridge the gap between police officers and young people by influencing positive attitudes towards law enforcement. In addition, the school resource officer offers information to students and parents in regards to law enforcement.

If a student's behavior while he/she is receiving their educational services at Parkway Learning & Development Center so warrants, the school resource officer and possibly other law enforcement officials are called. Examples of such behaviors **this nature might include, but are not limited to:**

- Assault: results in 10 day suspension with a recommendation for expulsion
- Fighting: a student involved in a fight is suspended for a minimum of three (3) days up to ten (10) days with a possible recommendation for expulsion.
- Possession of firearm or weapon: Automatic ten (10) days suspension and a recommended expulsion
- Possession of drugs or drug paraphernalia: Automatic ten (10) days suspension and a results in recommended expulsion

- Under the influence of alcohol or an illegal drug: Automatic ten (10) days suspension and a results in recommended expulsion
- Leaving campus without permission
- Threat to another student or staff member

TITLE I

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.

NON DISCRIMINATION POLICY

In accordance with all federal, state, and local laws Alliance City Schools does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. (In accordance with Policy 4122). Alliance City Schools Section 504 Coordinator is Dr. Amy Cramer and the Title IX Coordinator is Mrs. Michelle Balderson, 200 Glamorgan St. Alliance, OH 44601.

EQUAL EDUCATION OPPORTUNITY

It is the policy of Alliance City Schools to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officers, Mrs. Michelle Balderson or Mr. Shawn Jackson, at 200 Glamorgan St., Alliance, OH, 44601. The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

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.

DIGITAL ADDENDUM

LEARNER PROFILE

Students who would like to be enrolled in digital education should thrive in an online learning environment. Students should be self motivated, goal minded and open to ongoing feedback and communication with our dedicated staff. Students should be acquainted with Google and email to assess progress. Parents and students must attend all academic appointments, meetings, district and state assessments. Students must have flexible schedules that will allow them to complete 5.5 hours of schoolwork in a school day and/or 27.5 hours per week. Students create daily goals with the assistance of a goal guardian to help them track progress.

This program meets the academic needs of students who:

- Perform significantly below or above grade level
- Identify with school anxieties/social maladjustment
- Diagnosed medical issues that conflict with attendance expectation for seat time in a traditional school setting
- Have rigorous family schedules
- Hesitate to return to traditional schools after significant behavioral issues
- Previously attended online programs
- Transition frequently or and have previously worked with Acellus
- Prefer to accelerate their learning to graduate earlier than expected.

ENROLLMENT PROCESS

Students will only be accepted into Alliance Digital Academy at the beginning of each marking period.

ACS Students	Non-ACS Students
<ol style="list-style-type: none">1. Request a meeting with traditional School to discuss current placement and consideration for PLDC2. Review PLDC Handbook to determine if placement is appropriate.3. If placement is appropriate, the sending school will scan the PLDC application and signed handbook page to Mrs. Johnson at PLDC.4. If the student is on an IEP, the change of placement meeting will be held at the sending school and IEP Anywhere ownership will be transferred to ADA.5. Cumulative files will be sent to ADA.6. Intake meetings will be held at ADA.	<p>It is recommended that students go through a similar process indicated in the ACS student checklist on the left. Registration can be done at Alliance High School - Door 2, online at www.alliancecityschools.org , with Mrs. Pittman at pittmanro@alliancecityschools.org , or call 330.829.2106.</p> <p><u>Registration Checklist</u></p> <ul style="list-style-type: none">■ IEP/504/FBA/BIP (if applicable)■ Custody Papers (if applicable)■ Immunization/Health Records■ Proof of Residence■ Birth Certificate■ Social Security Card■ Complete Transcript

CURRICULUM

High school students at Alliance Digital Academy will be expected to reach their highest academic potential through Acellus digital software. Each class is approved for gaining credits toward high school graduation. Students may use the courseware for credit recovery, leveled learning and Honors courses. Content classes are also available in Spanish. In addition, students with IEPs may achieve some credits through Saddleback. Students in grades 4-8 will use some of their curriculum from the traditional school. All students will participate in Collins Writing to hone responses to prompts and texts. All students must be scheduled for at least 5 courses each quarter. Seniors will be offered all the classes needed for graduation.

PACING

Students enrolled at Alliance Digital Academy have access to Acellus 24 hours per day, 7 days per week UNTIL THE LAST DAY OF SCHOOL. Students will continue to work, possibly accelerating until the end of the school year. To promote a successful learning environment, students must complete the required time on task daily, weekly, and quarterly.

Quarter	Days	Required Time on Task
1	44	231
2	44	247.5
3	43	236.5
4	45	236.5

Time on Task

Students will obtain time on task hours through:

- Acellus - Time on Task hours are calculated through active learning. Active time on task learning is not only being signed in, but progressing through assigned curriculum videos, tutorials, and activities. Students can also schedule individualized or small group time with teachers.
- Projects - Projects, Science labs, presentations, and Collins writing assignments will constitute a portion of the grading for students.
- Co-Curricular - Gym time is available for students to receive Physical education credit. Students must actively participate in gym activities as assigned. Open gym is available for students as an incentive.
- Assessments - Students are expected to give 100% effort and appropriate timing on semester and yearly state and end of course assessment. In addition, students may be required to complete student learning objective assessments, placement tests and other assessments assigned by teachers.
- Other Activities - Some students may need to complete feedback surveys, culture building activities, read novels, complete worksheets, and conduct research.

Students who do not meet the pacing requirements on a daily, weekly or quarterly basis will follow the Alliance City Schools attendance policy procedures.

Students at Alliance Digital Academy are held to the same expectations regarding legal daily attendance. Students are expected to have 5.5 hours of attendance daily and 27.5 hours weekly. Attendance will be tabulated through the 'Time on Task' (TOT) report provided by Acellus software. Time on Task will be tabulated at 11:59pm on Sunday night to account for weekly attendance.

Guiding Principles

- Completion of the appropriate weekly time on task
- Weekly appointments with instructional coaching from teachers
 - Completing or submitting an assignment/lesson/project online
 - Asking the teacher pertinent questions about a particular assignment
 - Attending study sessions
 - Receiving online/phone support regarding assignments
- Unexcused absences will be made up within 3 days
- Students may not claim more than 10 hours per day and must obtain teacher support after 2 attempts at completing assessments.
- Students must log all of their offline Time On Task daily that is not tracked online and i must be signed by ADA staff each Friday

AUTOMATIC WITHDRAWAL

Students who are 18 and over and fail to complete defined progress and time on task for 105 cumulative hours (approximately 20 days) will be automatically withdrawn from Alliance Digital Academy. The parent/guardian will be notified by phone and United States mail. The student must return all Alliance City Schools property within 10 school days of the withdrawal date and enroll them back into school.

BEHAVIORAL SUPPORT ADDENDUM

LEARNER PROFILE

- Students who have been placed by the Alliance City School District Disciplinary Committee
- Students with repeated (documented) disciplinary infractions
- Students with an infraction serious enough to warrant an expulsion hearing

GOALS

The goals of the Success Academy environment is as follows:

- Maintain a transition rate back into a traditional classroom environment &/or a students least restrictive environment, or graduating at 80% or higher.
- Maintain a student attendance rate 85% or higher.
- Reach a rate of 50% or higher of students reading at or above grade level.
- Parent involvement in parent conferences, family forums, and targeted support and counseling services will be 50% or higher.

ENROLLMENT PROCESS

Step 1: (A) Implementation of Tier II and Tier III interventions (**IF** the child is not a child receiving special education services). **(B)** IEP behavior intervention plan (*BIP*) based on a sound functional behavior assessment (*FBA*) (**IF** the child is a child receiving special education services).

- ❖ Data related to the effects of the intervention(s) **MUST** be collected in making determinations as to the student's response to previous interventions. If the intervention is successful, the child remains at his/her home school. If the intervention failed to work then administrators should proceed to Step 2.

Step 2: Contact ACS Director of Special Education Amy Cramer &/or PLDC administration to inform them about the student being referred.

Step 3: Gather the following information related to the case and forward the information and documentation to PLDC.

- ❖ Collected Intervention Data
- ❖ FBA, BIP
- ❖ IEP, ETR
- ❖ Previous Office Referral Documentation
- ❖ Previous Notice of Suspension Documentation

Note: If the student is currently enrolled in Alliance City School District AND is physically or digitally attending a school in Alliance City School District then administrators proceed to Step 4.

Step 4: Once PLDC receives the requested information and documentation the case will undergo a screening process.

Step 5: If the student that is being referred meets the criteria to attend PLDC, the District Discipline Committee (DDC), which is lead by the Special Education Coordinator at the district office will meet with PLDC administration to determine if placement at Success Academy is appropriate and the length or duration of the placement. This is a committee decision.

Step 6: PLDC administration will meet with the referred student's previous teacher(s) &/or service provider(s) via phone or face to face. The student's previous teacher(s) &/or service providers will be asked to provide additional information regarding the student's current behavior and level of performance.

Step 7: PLDC will conduct an orientation meeting and CANs survey with the student and the student's parent(s). Participation from all the service providers mentioned in the previous step is strongly encouraged.

PLACEMENT

The length of a placement at PLDC is determined by the transition team. However, a student must meet exit criteria before returning to a traditional school setting.

Continued placement is determined by the student's progress as measured behaviorally and academically. Exceptions to this process include students entering the district from a juvenile facility, students who have been placed at the Success Academy through the court system, or in another alternative programs at Alliance City Schools.

Students must meet the following expectations in order to transition out of Success Academy:

- Students must maintain adequate letter grades, consistently earning no less than 70% in each of their core academic subjects (i.e. Math, Language Arts, History/Social Studies, Science)
- Maintain at least 80% attendance rate and be on time.
- Behave in a manner that abides by our Core Values.
- Consistent Participation in Psychoeducational Group, as determined by group participation requirements
- Students must have progressed through levels 1-7 on the Success Academy Level System

NOTE: In some cases when a student has exceeded academic and behavior expectations of SUCCESS Academy, the student MAY be eligible for early return to their home school, provided transitional requirements are met.

LEVEL SYSTEM

Success Level systems is a rating system designed to track and monitor our students academic and social/emotional progress throughout their enrollment at Success Academy. The system is divided into 3 major categories that align with Alliance City Schools Core Values. These Values are High Performance, Leadership, and Caring Citizens. Under each major category are behaviors that demonstrate the specific Core Value. Behaviors will be rated on a 0-3 scale with 0 meaning a student did not meet adequate behavior expectations and 3 meaning a student met adequate behavior expectations. Behaviors will be monitored, rated, and recorded daily. In the short-term students daily ratings will affect their participation in “Rewards Day/Fun Friday” activities. In the long-term if students consistently demonstrate our Core Values at a high level their classroom staff, Success Lead Teacher, and Parkway Learning & Development Center Administration will determine if it is appropriate to begin the transition process.

CELL PHONES

Students requiring a cell phone for after school use must have their parent or guardian coordinate directly with the Academy Lead Teacher. The phone MUST be put away, either placed in the student’s backpack, purse, or pocket. Students will be allowed to use their phone at teacher discretion. If students fail to meet expectations they may be asked to surrender their phone each morning upon arrival. The phone will then be placed in a secure location and phone given back at the end of the day, or students will be asked to leave the phone at home.

OUTGOING TRANSITION REQUIREMENTS

The transition process for students to return to their traditional school will begin only after successfully completing and meeting all the following requirements. The student must:

- a. maintain adequate letter grades, consistently earning no less than 60% in each of their core academic subjects (i.e. Math, Language Arts, History/Social Studies, Science)
- b. Have successfully progressed through levels 1-7.
- c. Consistent Participation in Psychoeducational Group, as determined by group participation requirements
- d. Exit Counseling to demonstrate an understanding self and the use of appropriate social behaviors and skills.

Note: As mentioned earlier, the length of a student’s placement at SUCCESS Academy will be determined by the transition team .

STEPS FOR OUTGOING TRANSITIONS

When a student is considered for transition back to the traditional school setting the following steps are taken to insure a successful transition:

Step 1: The student's classroom staff, Success Academy Lead Teacher, and Parkway Learning & Development Center Principal meet to determine if a student is ready to transition. If it is determined yes, the team will begin the outgoing transition process.

Step 2: The student's IEP case manager will gather the students IEP, ETR, FBA, and BIP to ensure that each document is updated. ***If documents are updated*** proceed to step 3. ***If documents are NOT updated*** the student's case manager must collect the appropriate data and the service providers to update the documents.

Step 3: Success Academy staff will hold a pre-meeting with the receiving school staff. This meeting will be held to discuss and create a transition plan to present to the student and the student(s) parent(s) in an official transition meeting. The pre-meeting participants will include but are not limited to:

- Success Classroom staff
- Success Mental Health Counselor
- School Psychologist(s)
- Parkway Learning & Development Center Administration
- Receiving classroom staff
- Receiving school counselor(s)
- Receiving school grade level and/or building principal
- School Resource Officer (If available)

Step 4: Success Academy will contact the students parents to set a date for an official transition meeting.

Step 5: An official transition meeting will be held to discuss and finalize the students transition plan. The meeting participants will include but not limited to the pre-meeting participants in addition to the student, and the student's parent(s)

STUDENT HANDBOOK ADDENDUM

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.

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 District's educational or operational processes.

Face masks/shields will be provided by the District to employees. Alternatively, employees may elect to wear their own face coverings if they meet the requirements of this policy as well as any requirements issued by State or local health departments.

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 or while waiting for a school bus outdoors and unable to maintain a distance of six (6) feet or more from individuals who are not members of their household.

Use of Mask/Face Covering

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 employee facial masks/coverings shall meet the requirements of the appropriate dress/staff grooming policies (Policy 3216/4216). 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. facial masks/coverings are not required when the individual works alone in an assigned work area;
- F. there is a functional (practical) reason for a staff member or volunteer not to wear a facial mask/covering in the workplace;
- G. settings where masks might present a safety hazard (i.e. science labs);
- H. individuals who have difficulty wearing a face covering;
- I. the individual is communicating with students who are hearing impaired or otherwise disabled, where an accommodation is appropriate or necessary;
- J. the individual is actively participating in outdoor recess and/or physical activity where students are able to maintain a distance of six (6) feet or more or athletic practice, scrimmage, or competition that is permitted under a separate Department of Health order;
- K. the individual is seated and actively consuming food or beverage;
- L. students and staff can maintain distancing of at least six (6) feet and removal of the facial covering is necessary for instructional purposes, including instruction in foreign language, English language for non-native speakers, and other subjects where wearing a facial covering would prohibit participation in normal classroom activities, such as playing an instrument;
- M. students are able to maintain a distance of six (6) feet or more and a mask break is deemed necessary by the educator supervising the educational setting;
- N. an established sincerely held religious requirement exists that does not permit a facial covering.

Use of Face Shields

Face shields that wrap around the face and extend below the chin may be permitted as an alternative to face masks/coverings with permission of the Superintendent as the Board recognizes that face shields may be useful in some situations, including:

- A. when interacting with students, such as those with disabilities, where communication could be impacted;
 - B. when interacting with English-language learners or when teaching a foreign language;
 - C. settings where masks might present a safety hazard (i.e. science labs); or
 - D. for individuals who have difficulty wearing a face covering.
-

STUDENT FEES, FINES, AND CHARGES

The Board of Education will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may charge fees for any additional materials used in the course of instruction. The Board may furnish these additional materials free of charge to students determined to have a serious financial need. Any waiver of fees shall be made pursuant to Policy 6152.01.

The Board will not charge a fee to a student who is eligible for a free lunch under the National School Lunch Act and the Child Nutrition Act of 1966 for any materials needed to enable the student to participate in a course of instruction. However, the Board may nonetheless charge a fee for materials needed for a student to participate in extracurricular activities or student enrichment programs or tools, equipment, and materials that are necessary for workforce-readiness career-technical education training program that may be retained by the students after completion of the course.

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

Fees

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

- A. "School fees" include, but are not limited to, the following:
 - 1. all charges for required workbooks and instructional materials
 - 2. all charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment)
 - 3. charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity
 - 4. graduation fees
 - 5. school records fees
 - 6. school health service fees

B. "School fees" do not include:

1. library fines and other charges made for the loss, misuse, or destruction of school property;
2. charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar items;
3. charges for optional travel undertaken by a school club or group of students outside of school hours;
4. charges for admission to school dances, athletic events, or other social events;
5. optional community service programs for which fees are charged (e.g., preschool before and after-school child care, recreation programs).

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the Treasurer with an accurate accounting of all transactions.

Fines

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

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

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

WAIVER OF SCHOOL FEES FOR INSTRUCTIONAL MATERIALS

The Alliance City School District may waive fees assessed by the District for instructional materials for students who demonstrate a serious financial need. The Superintendent may, as deemed necessary, establish additional procedures to supplement the procedures established in this policy regarding the requests for the waiver of fees. This waiver does not include District fees associated with extra-curricular activities or student enrichment programs that are not part of a course of instruction.

Additionally, the District may charge fees for tools, equipment, and materials, as specified, that are necessary for workforce-readiness career-technical education training programs that may be retained by the students after completion of the course.

Eligibility Standards

Students eligible for a waiver of school fees include, but are not limited to, the following:

- A. Students who qualify for aid under Ohio Works First (R.C. 5107) or Disability Assistance (R.C. 5115).
- B. Students who qualify for free lunch under the National School Lunch Act and the Child Nutrition Act of 1966.
- C. Students whose families have suffered very significant financial losses due to severe illness or injury in the family or unusual expenses including, but not limited to, fire, flood, or storm damage.
- D. Other good and just reasons.

Notification to Parents

- A. Annually the substance of this policy shall be communicated in writing to the parent(s) or guardian of all students in the District.
- B. The first bill or notice sent to parents or guardians who owe fees shall state:
 - 1. The District will waive fees for persons unable to afford them in accordance with its policy.
 - 2. The procedure for applying for a fee waiver, and the name, address, and telephone number of the person to contact for information concerning a fee waiver.

Procedures for Resolution of Disputes

- A. A parent(s) or guardian who cannot pay school fees may write a letter requesting a waiver of fees to the Superintendent. The letter must contain the following:
 - 1. name(s) of student(s)
 - 2. name of parent(s) or guardian(s)
 - 3. address of parent(s) or guardian(s)
 - 4. phone number of parent(s) or guardian(s)
 - 5. school where child(ren) attend(s)
 - 6. reason for request for waiver of fees

The Superintendent shall have the authority to review the waiver request and request such further information, if any, as s/he deems necessary in order to make a decision on that request.

- B. No fee shall be collected from any parent(s) or guardian who is seeking a fee waiver in accordance with the District's policy until the District has acted on the initial request or appeal (if any is made), and the parent(s) or guardian have been notified of the decision.
- C. If the Superintendent denies a request for fee waiver, then a copy of the decision shall be mailed to the parent(s) or guardian within fifteen (15) school days of receipt of the request. The decision shall state the reason for the denial and shall inform the parent(s) or guardian of the right to appeal, including the process and timelines for that action. The

denial notice shall also include a statement informing the parent(s) or guardian that reapplication may be made for a waiver any time during the school year, if circumstances change. The decision of the Superintendent is final.

Nondiscrimination

The Board expects all staff members to exercise the utmost care to see that, as a result of their actions or comments, students cannot differentiate between those students whose parents are unable to purchase required instructional materials or pay required fees and those whose parents can.

DUE PROCESS RIGHTS

The Board of Education recognizes that students have limited constitutional rights when it comes to their education.

Accordingly, the Board establishes the following procedures which District Administrators shall use when dealing with students:

A. Student subject to suspension:

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

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, Principal, or other administrator will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
 - a. Superintendent;
 - b. student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Principal, Assistant Principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to

challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

B. Students subject to expulsion:

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one (1) for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if it is held before the Board.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under State law, the decision of the Board or its designee may be further appealed to the Court of Common Pleas.

C. Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 - Emergency Removal.

D. Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 - Permanent Exclusion of Nondisabled Students.

E. Students subject to suspension from bus riding/transportation privileges:

Students whose conduct warrant suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

In determining whether disciplinary action set forth in this policy is to be implemented, District Administrators shall use a preponderance of evidence standard. Further, any individual charged with making a disciplinary determination under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely in a supervised learning environment within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non interscholastic extracurricular activities.

REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one (1) that cannot be imposed without due process. However, the Board has zero-tolerance of violent, disruptive, or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled, and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In determining whether a student is to be suspended or expelled, District Administrators shall use a preponderance of evidence standard. In addition to the procedural

safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 - Suspension/Expulsion of Students with Disabilities.)

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 "Emergency Removal")
- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, Principal, Assistant Principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

The Superintendent may develop a list of appropriate alternative consequences, and set forth such list in the applicable guidelines.

In the event, the student fails to complete the required community service or the assigned alternative consequence, the Superintendent may determine the next course of action. Such course of action, however, shall not include requiring the student to serve the remaining time of the suspension at the beginning of the following year.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension, and receive at least partial credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of his/her suspension.

- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights".

When making a determination whether or not a student will be expelled or permanently excluded under this policy, the Superintendent shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this

policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other similar device.

A knife capable of causing serious bodily injury 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 ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one(1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; capable of causing serious bodily injury; and/or
- c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult;

and
- b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

or
- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

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

3. Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;
- or
- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

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

- D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

Suspension or Expulsion of Students in Grades Pre-Kindergarten through 3

Beginning with the 2019-2020 school year, except as permitted by law, suspension or expulsion proceedings shall not be initiated against a student in any of grades Pre-kindergarten through three unless the student has committed the following acts:

- A. The student brings a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, or possesses a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board.
- B. The student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity, and the act: 1) would be a criminal offense if committed by an adult; and 2) results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6).
- C. The student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.
- D. The student engages in behavior of such a nature that suspension or expulsion is necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees.

Prior to suspending or expelling a student in any of grades Pre-K through 3, the Principal shall, whenever possible, consult with a mental health professional under contract. If the events leading up to the student's suspension or expulsion from school indicate that the student is in need of additional mental health services, the student's Principal or the District's mental health professional shall assist the student's parent or guardian with locating providers or obtaining such services, including referral to an

independent mental health professional, provided such assistance does not result in a financial burden to the District or the student's school.

If a student in any of grades Pre-K through 3 is suspended or expelled, the student shall be afforded the same notice and hearing, procedural, and educational opportunities as set forth in Board policy and the law. The suspension or expulsion of a student in any of grades Pre-K through 3 shall not limit the Board's responsibilities with respect to the provision of special education and related services to such student in accordance with Board policy and the law. Further, the Board shall not be limited in its authority to issue an in-school suspension to a student in any of grades Pre-K through 3, provided that the in-school suspension is served in a supervised learning environment.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. The District shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on District property by any party shall be in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 and AG 9700 - Relations with Special Interest Groups.

The Board of Education acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs.

Any student enrolled in the District may choose to engage in religious expression before, during, or after school hours in the same manner and to the same extent that a student is permitted to engage in secular activities or expression. However, no student will be required to participate in any religious expression or activities.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

At the discretion of the Superintendent, a moment of silence may be provided each school day for prayer, reflection, or meditation upon a moral, philosophical, or patriotic theme. However, under no circumstances shall students be compelled to participate.

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day.

The mottoes of the United States of America ("In God We Trust") and the State of Ohio ("With God, All Things Are Possible") shall be displayed in an appropriate manner in a classroom, auditorium, or cafeteria of a school building of the District, if copies of the mottoes or money to purchase copies of the mottoes are donated to the District. The donated or purchased copies of the mottoes shall meet the applicable design requirements as provided by statute.

Professional staff members are authorized to lead students in the Pledge of Allegiance at an appropriate time each school day. However, no student shall be compelled/required to participate in the recitation of the Pledge. Additionally, the Board prohibits the intimidation of any student by other students or staff for the purposes of coercing participation. The Superintendent shall develop administrative guidelines that require any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student. Wording of the Pledge of Allegiance as set forth in the United States Code shall not be altered.

ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written 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 single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)

- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. observation or celebration of a bona fide religious holiday
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity.

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- I. such good cause as may be acceptable to the Superintendent
- J. medically necessary leave for a pregnant student in accordance with Policy 5751
- K. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

Excessive Absences

When a student of compulsory school age is absent from school with combined non medical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time, written notice is given, any appropriate intervention action listed herein may be taken.

The following "medical excuses" will not count toward a student's excessive absence hours: 1) personal illness; 2) illness in the family necessitating the presence of the child; 3) quarantine of the home; 4) health care provider appointments (doctor, dentist, mental health provider, etc.); 5) medically-necessary leave for a pregnant student in accordance with Policy 5751; 6) death in the family; or 7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. For the 2020-2021, medical excuse absences will be accepted through this process for students participating both in-person and remotely. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

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

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

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on

the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

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

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign the designee to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the absence intervention team may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

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. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent under R.C.

3321.13(b)(2). The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences and habitually absent status.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Stark County/Counties, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

INTERSCHOLASTIC ATHLETICS

The Board of Education recognizes the value to the students of the District and to the community of a program of interscholastic athletics for students as an integral part of the total school experience.

The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics.

The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone. It should also offer an opportunity for career and educational development.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this District with those of another district.

The Board shall approve annually a program of interscholastic athletics.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event.

No student may practice or compete in interscholastic athletics until the student submits a form signed by his/her parent or guardian, or by a person having care or charge of the student, affirming that each has received a concussion and head injury information sheet as prepared by the Ohio Department of Health. See Form 2431 F1 and Form 2431 F2.

AHS ONLY:

In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extracurricular activity, a student must have maintained at least a 1.5 grade-point average and may have received a failing grade in a course for the grading period previous to the one in which s/he wishes to participate.

Students educated at home or enrolled in a nonpublic school who are permitted to participate on a District interscholastic team must fulfill the same academic, nonacademic, and financial requirements as any other participant. See Policy 9270.

An exception may be made by the principal if the student has been participating in an intervention program and has shown satisfactory progress toward achieving the minimum grade-point average.

If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period.

Restoration of an "Incomplete" Grade

If a student's failure to meet the academic eligibility requirements is due to an "incomplete" grade given in one (1) or more courses which the student was taking during the grading period in question, the student may have his/her eligibility restored once the "incomplete" has been changed to a passing letter grade provided:

- A. the failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and

- B. the “incomplete” was given in accordance with Board of Education grading policies and procedures and is applicable to all students in the school; and
- C. the previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an “incomplete” into a letter grade; and
- D. there is no evidence that the “incomplete” was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the student's individualized disability.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship and fair play.

The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA) that are consistent with State and Federal law, and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics.

The Board further directs that only those students may participate in the program of interscholastic athletics who have:

- A. maintained a satisfactory academic record;
- B. attended school regularly;
- C. demonstrated good citizenship and responsibility;
- D. returned all school and athletic equipment;
- E. refrained from participation in a contest on a noninterscholastic team, or as an individual in the same sport during the school's season.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in buildings that include students in any grade higher than the sixth grade, the following:

"Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment."

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a District-approved physician; parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.

- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. The District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the District.
- C. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.
- D. Any student practicing for or competing in an interscholastic event who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall be removed from the practice or competition by the student's coach (and/or the referee serving during the practice or competition).

Any student who has been removed from practice or competition by a coach or referee because s/he has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any practice or competition for which the coach or referee is responsible until both of the following occur:

- 1. The student's condition is assessed by a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
- 2. The student receives written clearance that it is safe to return to practice or competition from a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant a such a clearance.

The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include:

- A. criteria for judging these important qualities;
- B. procedures by which these values will be communicated to students, parents, and supporters;
- C. means for monitoring the behavior of each of these groups to ensure their behavior reflects high standards.

The guidelines should also provide a set of behavioral expectations for each type of participant as well as a Sportsmanship Code of Conduct which each type of participant is to follow. The Superintendent is authorized to implement suitable disciplinary procedures against those who violate this Sportsmanship Code.

Students will be further informed that participation in interscholastic sports is a privilege and not a right and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policy 5610.05 - Prohibition From Extra-Curricular Activities).

In order to support the High School Athletic Association's program to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- A. adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- B. establish standards for athletic participation which reinforce the concept that athletic activities are a privilege, not a right;

- C. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- D. support and reward participants, coaches, school administrators, and fans who display good sportsmanship;
- E. recognize the value of school athletic activities as a vital part of education.

No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

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

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

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
330-829-2245
400 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

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.

Other Violations of the Anti-Harassment Policy

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

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

Definitions

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

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

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

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

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

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

Bullying

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

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

Harassment

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

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

Sexual Harassment

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

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

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

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

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

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

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- M. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

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

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.

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

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

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

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as

necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Use the link [Alliance City Schools Board of Education Policies](#) to see the full board policy code po5517

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

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