



Alliance Early Learning School

2020-2021

Parent Handbook

Alliance City Schools

Cory Muller, Principal

Holly Power, Assistant Principal

School Day

Kindergarten and 1st Grade

- Start time: 9:05am
- Tardy bell: 9:15am
- Dismissal: 3:45pm

285 W. Oxford Street
Alliance, OH 44601
330-829-2266

Preschool

- AM Preschool: 8:20 (arrival) - 11:05am (dismissal)
- PM Preschool: 12:15pm (arrival) - 3:00pm (dismissal)

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Welcome to the Alliance Early Learning School!

Dear Parents,

The Alliance Early Learning School's 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.

We believe that all children can learn. Each child is unique, and will grow and develop with the support of a positive learning environment that includes families, teachers, and the community.

We provide a safe child-centered experience that promotes and challenges the emotional, social, physical, and intellectual development of our children.

It is our belief that the preschool and kindergarten experience should be positive, enjoyable and rewarding for children and their families as their initial school years influence future attitudes and school success.

This handbook gives you a great deal of information about AELS. Please read and review this handbook to become familiar with the policies, rules, and procedures that we follow here at AELS.

Welcome to AELS...a great place to Grow and Learn!

Your partners in education,

Cory Muller
Principal

Holly Power

Alliance City Schools

VISION/MISSION

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

Aviator Profile

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

Mission

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

Program Objectives

- To cultivate, recognize, and respect the opinions and contributions of child, parent, and teacher.
- To provide a safe, nurturing environment for learning where individuality is recognized and diversity is celebrated.
- To implement programs that are free of gender or cultural bias

- To provide instruction that encourages development of each child's practical, cognitive, physical, social, and moral potential.
- To present a curriculum that is intellectually stimulating and developmentally appropriate.
- To encourage initiative, self-discipline, critical thinking and creative approaches to problem solving.
- To foster the values of good citizenship through community service, civic awareness, and development of leadership potential.
- To provide a warm, comfortable, nurturing, stimulating, home-like environment.
- To develop tolerance and concern for other people and the environment and through this respect for self, others and the physical surroundings.
- To implement programs that are flexible, based on individual choices and interests, considerate of different learning styles and which allow for repetition and practice of skills.

VISITORS

Visitors are always welcome at school. To monitor the safety of our students and staff, each visitor must report to the School Office to sign in and obtain a Visitor Pass when entering the school. Alliance City Schools recently installed a video monitoring system that requires visitors to buzz in and gain access into each building. Secretaries are able to communicate visually and verbally with visitors and unlock main access doors. Any visitor found in the building without a pass will be reported to the Principal. This year we will once again be utilizing the Raptor System to track visitors in the building. You will need to have your driver's license with you at all times. Parents and visitors wishing to meet with a staff member are to call the school office for an appointment prior to visiting the school. We realize that it may take a few days at the beginning of each new year for some children to feel confident enough to walk themselves to their new classroom. If you feel your child needs the extra support during the first week of the school year, you may walk with your child. However, if there continues to be a need for support beyond the first week, school staff will help accommodate your child's needs.

FINAL FORMS, ADDRESS AND OTHER CHANGES

Alliance City Schools is using the online form system called Final Forms. Please login to your Final Forms account and update form information as needed throughout the school year. The school should be notified of any change in address, home telephone numbers, work numbers, cell phone numbers, or emergency numbers. Emergency and other situations often arise when this information is vital to the school personnel. The school should be given any unlisted numbers. These numbers will be kept in confidence, if it is so requested. In some situations where custody is involved or where

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

Eligibility

Children ages 3-7, living within the Alliance City School District, are eligible for the services of the Alliance Early Learning School. Preschoolers with special needs are eligible based upon the results of an extensive screening and Evaluation Team Report in accordance with the Rules for the Education of Preschool Children with Disabilities. An Individual Education Program (IEP) is developed to meet the unique needs of each student with special needs.

Typically developing peers, ages 3-4, may be admitted to the Alliance Preschool Program on a first come first served basis. Typically developing preschool peers pay the designated monthly tuition fee for nine months (September to May), which is adjusted to each family's income on a sliding scale so that the program is affordable to all. There are no adjustments to the monthly tuition fee for absences due to illness, snow days, or school days off. However, if there should be a change in employment status or income at any point during the school year, please notify the preschool staff so that the monthly tuition fee may be recalculated.

Kindergarten children must be five years of age by August 1st and living within the Alliance City School District, to be eligible for the services of the Early Learning School.

District Enrollment

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

When enrolling, the parents will need to bring:

- A legal birth certificate (not the hospital certificate)
- Custody or court papers allocating parental rights and responsibilities (if appropriate)
- Proof of residency
- Proof of immunizations
- Most current report card or transcript from previous school (if applicable) - Students enrolling from another accredited school must have an official transcript from the sending school in order to receive 5 credit from that school. The Secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Preschool Enrollment

Preschool registration and enrollment procedures require that the following forms and information be on file at the school for preschool admittance:

- Enrollment Information Sheet
- Copy of Birth Certificate
- Up-to-date Immunization Record
- Health History Information Form
- Emergency Medical Authorization
- Medical Evaluation Form (signed by a physician, prior to admission and updated annually thereafter)
- Custody Papers (if applicable)
- Signed Roster inclusion/exclusion statement 4
- Transportation Permission Form
- Preschool Screening Permission Form
- Income Verification
- Home Language Survey

Release Of Student Directory Information

Ohio Revised Code 3319.321 permits school districts to release directory information without the permission of the parents as long as it is not any person or group for use in profit making plan or activity. Parents have the right to object, in writing, to the release of directory information. If parents do not want their child's directory information released to groups approved by the Alliance City Schools they should notify the Principal in writing.

Tuition for Preschool

Tuition for preschoolers is due each month by the first day of that month. Preschool services may be terminated if payment is not received within thirty days from the first day of the month.

Non-Sufficiently Funded Checks

The Alliance City School District has contracted with the Federal Automated Recovery Systems (FARS) for the electronic collection of checks returned for insufficient funds (NSF). When you provide a check as payment, you authorize us to either use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee through an electronic fund transfer from your account if your payment is returned

unpaid. All checks that are currently past due will also be recovered through this process if not paid in full by the start date of the program. Please include the following on your check: Full Name, Street Address, and Phone Numbers. **If there are any questions, please contact our District Treasurer, Kirk Heath, at 330-821-2100 ext. 1227.**

Withdrawals

If a student must withdraw from school because of moving to another district or outside of the state, the parents are to notify the school in advance of the withdrawal to have the necessary papers be completed. On the students next to the last day of attendance, the student must return textbooks to the teacher and library books to the library. All school fees and lunch accounts must be paid in full. Failure to follow policy may cause delay in transferring records to the student’s new school of attendance.

Report Cards

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

Grading Period	Grading Period Ends	Report Card Distribution
Grading Period 1	10/23/2020	10/30/2020
Grading Period 2	1/15/2021	1/22/2021
Grading Period 3	3/19/2021	3/26/2021
Grading Period 4	5/27/2021	5/27/2021

Grading Scale

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents properly judge how well the student is achieving the goals of the District's program. The Board believes that the District's grading system should be a reliable system and one that ensures each student's mark accurately signifies his/her degree of accomplishment of those expected

learning outcomes. A Standards-Based grade reporting system is designed to you about your child's progress towards achieving specific learning standards. The purpose of the Standards-Based Report Card is to provide feedback that is more detailed regarding the progress of your child towards specific content indicators at each grade level. This report card allows you and your child to understand more clearly what is expected at each grade level. M= Meeting grade level standards, P=Progressing, N= Needs Improvement.

Parent-Teacher Conferences

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

Cafeteria

Meals consist of a balanced diet. Breakfast and lunch is provided to all students at no cost. **Kindergarten and 1st Grade** students eat both breakfast and lunch during the school day. **Morning preschool** students eat breakfast and **Afternoon Preschool** students eat lunch. Menus are sent home in advance so parents and students can plan ahead. Only school meals or packed lunches are permitted. Do not send pop or glass bottles to school in packed lunches.

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

- AM Preschool students will receive breakfast at 8:20am
- PM Preschool students will receive lunch at 12:15pm.

If your child is going to be late for school, please notify the office by 10:00 am to order him/her a lunch. Lunches will not be ordered after that time.

Special Dietary Needs and 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.

Building Discipline Plan

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

Alliance Early Learning School, under Chapter 3301-37 of the Administrative Code Preschool Program Rules, discipline shall be restricted as follows:

- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- (2) No discipline shall be delegated to any other child.
- (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

(5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

(7) Techniques of discipline shall not humiliate, shame, or frighten a child.

(8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.

(9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

(10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

The Clip It! Behavior Chart program Classrooms will use a clip chart to monitor behavior. A clip chart is a great tool that allows students to be rewarded for positive behavior, while discouraging negative behavior. Each student has a clothespin, or clip, with his or her name on it.

- The pink "Super Student" level is reserved for outstanding behavior.
- Students can move to the purple "Great Job" level for continuing to display good behavior. You should be very proud of your child for reaching this level.
- Students will move to the blue "Good Choices" level for showing that they are making the right behavior decisions. Ending the day on this level is great!
- Everyone will start out the day on the green "Ready to Learn" level, and clips can be moved up and down throughout the day based on behavior.
- A student will be moved to the yellow "Think About It" level as a warning about his/her behavior, and as a reminder to follow the rules.
- Students who continue to display poor behavior can move down to the orange "Teacher's Choice" level. Here, the teacher can decide what action to take. Loss of recess or center time might be an appropriate choice.

- When a student moves to the red “Parent Contact” level, the teacher will notify parents via note or phone call. A visit to the Principal’s office might also be in order. Students on this level may also lose recess time, etc.

School Closings

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

Recess-Outdoors

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

Delayed Start Days

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

Kindergarten and 1st Grade.

- 11:05 am Students may enter the building
- 11:15 am Tardy bell/classes start

Preschool

- AM Preschool cancelled for the day
- PM Preschool will remain at normal time (bus pick-up normal) 12:15pm

Early Dismissal Days

The following dates are scheduled Early Dismissal Days, during which time staff are assigned to complete professional development activities. On Early Dismissal Days, **kindergarten and 1st Grade** will be dismissed at 1:45pm. Children will be served lunch prior to dismissal. Preschool students will not attend school on these days. Instead, preschool families and students will be invited to participate in a Family Involvement Activity to be announced closer to the date.

- Friday, October 23rd
- Thursday, January 14th
- Friday, March 19th

Illness

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

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

Administering Medications at School

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

1. The applicable "Authorization for Medication or Treatment" form must be completed by the student's physician, parent, and approved by the school principal or his/ her designee prior to medication being taken at school.
2. Medication must be brought to school by the parent in the original container bearing the name of the student, name of the drug, the dosage, and the time to be taken.
3. The school nurse shall supervise the storage and dispensing of students' medication, which shall be kept in the school office.

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

Communicable Disease Policy

Staff members are trained in the prevention, recognition, and management of communicable disease, including appropriate hand washing and disinfecting procedures. Staff observe each child daily as he enters the room for signs of communicable disease or other illness.

Our staff is subject to the same rules as our children if they contract a communicable disease. Parents will be notified when their child has been exposed to a communicable disease.

The following precautions will be taken for children suspected of having communicable disease:

1. Immediately notify parent or guardian by telephone.
2. A child will be isolated and discharged to the parent if any of the following are observed:
 - Diarrhea
 - Severe coughing, causing the child to become red or blue in the face or whooping sound
 - Difficult or rapid breathing
 - Yellowish skin or eyes • Conjunctivitis (pink eye)
 - Temperature of 100 degrees
 - Untreated infected skin patches

- Unusually dark urine or gray/white stool
- Stiff neck

3. A child with these symptoms will be isolated and observed for worsening conditions:

- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting
- Evidence of lice, scabies, or parasitic infestation

4. A child isolated due to suspected communicable disease would be:

- Kept in clinic away from the others
- Be within sight and hearing of an adult at all times
- Made comfortable and provided a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cot shall be disinfected with appropriate germicidal agent.
- Observed carefully for worsening conditions
- Discharged as soon as possible

5. It is our policy to care for a mildly ill child within the classroom. A mildly ill child is one who is experiencing minor common cold symptoms, or a child who is not feeling well enough to participate in classroom activities, but these children do not exhibit any of the above listed symptoms. The mildly ill child may rest in a quiet area of the classroom and will be observed for worsening conditions, in which case the parent will be notified immediately.

6. Re-admittance may occur when a child's temperature has returned to normal, and/or diarrhea and vomiting has not occurred within the past 24 hours. Those with lice or pink eye may return once medication has been administered. We may require a doctor's written statement that some of the above symptoms are not contagious before a child can be readmitted.

Immunizations

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

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

Student Insurance

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

Preschool Attendance

Chronic absenteeism is disruptive to your child’s education. Excessive unexcused absences can result in a referral to the Alliance Early Learning School Attendance Committee. After eight (8) parentally reported absences, the office will require a doctor’s note. Further absences without a doctor’s note will be considered unexcused and may result in termination from the preschool program.

Attendance Procedures

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

Compulsory Attendance

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

Absenteeism

When your child is absent, parents are required to contact the school office before 9:15 a.m. When a parent does not report the absence, the school will attempt to contact the

home. However, it is the parent's responsibility to notify the school on the morning of the child's absence. If contact with the school is not made, the absence will be marked as "Unexcused".

Tardiness to School- (**Kdg/1st**) arrival after 9:15am (**PreK AM**) arrival after 8:30am (**PreK PM**) arrival after 12:25pm

Your child is tardy if he/she arrives after the scheduled beginning time for school. If your child is going to eat a school lunch, you must contact the school before 10:00 a.m. to order a lunch. A note of explanation from the parent is required for all tardiness.

Students will be disciplined for excessive tardiness as follows:

- * Your child is tardy if he/she arrives at school after 9:15 a.m.
- * The excessive tardiness may result in disciplinary action and referral to Court Liaison.
- * The school understands that there are family emergencies that may prevent a student from arriving on time. If you should experience such an emergency, please send a written note with your child and the tardy may be excused at the principal's discretion.

Excused Absence

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

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

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

- A. **Personal illness** - If there is a pattern of frequent absence for personal illness, the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and treatment that is being provided to rectify the condition. The principal may require a physician's written confirmation within twenty-four (24) hours of the absence if she/he deems it advisable.
- B. **Illness in the family** - If she/he deems it advisable, the principal may require a physician's written confirmation of the family illness within twenty-four (24) hours of the student's absence.

- C. **Quarantine of the home** - This is limited to the length of the quarantine as fixed by the proper health officials.
- D. **Death of a relative** - The absence arising from this condition is limited to a period of three days unless reasonable causes may be shown for a longer period of absence.
- E. **Medical or dental appointment** – The principal may require the written statement of a physician or dentist if it's deemed appropriate.
- F. **Observance of religious holidays** - Any student shall be excused for observing a religious holiday consistent with his/her creed or belief.
- G. **Family emergency or set of circumstances** which, in the judgment of the superintendent, constitutes a good and sufficient cause for absence from school.

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

Unexcused Absence and Truancy

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

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

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

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

Attendance Intervention Team

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

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

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

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

Vacations or Other Pre-Arranged Absences

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

Approval or denial is defined as follows:

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

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

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

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

Dress Code

Students and staff are expected to dress in a manner that is appropriate to the school environment and does not cause disruption to the academic process. Cleanliness and appropriateness are the two most important aspects of personal appearance.

Appropriateness is relative to what the activity is and the activity's purpose. In Alliance City Schools, our activity is education and our purpose is learning.

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

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

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

1. No shorts or miniskirts that end above finger-tip length.
2. No shirts and blouses that expose the midriff (they must be able to be tucked in).
3. Hats, coats, bandannas, and sunglasses are not to be carried to or worn in class.

4. No dress that promotes hate, violence, profanity, vulgar or negative messages, anything advertising or related to alcohol, tobacco, and drugs or anything sexually explicit.
5. No transparent garments, open mesh garments, or garments with large open sides may be worn without an under liner.
6. Shoes must be worn and must not present a safety hazard.
7. Sandals and flip-flops are permitted in the school building, but tennis shoes must be provided for recess and gym class.
8. No biking pants, spandex, or tights worn as pants.
9. Hair must be clean, worn out of the eyes, and groomed at all times; free of grooming tools such as picks, rollers, combs, and other such articles.
10. Lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed or worn as outerwear.
11. No gang or cult-related items of any kind.
12. No inappropriately tattered clothing or clothing with inappropriate holes. Student violations of the dress code can result in removal from class (until the violation can be resolved) and disciplinary action. Parents will be contacted to bring appropriate clothing for their student to change attire.

ALLIANCE CITY SCHOOLS STUDENT DISCIPLINE CODE OF CONDUCT

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

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

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

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

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

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

The Student Code of Conduct describes the misconduct that will lead to disciplinary action and procedures to be employed in the removal, suspension, and expulsion of students. The code shall be made available to all students and posted in a central location within the school. Types of misconduct for which a student may be suspended, expelled, and/or removed from school or from school sponsored supervised activities are as follows:

1. **Aiding or Abetting Violation of School Rules** – If a student assists another student in violating any school rule, he/she will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. At no time should a student lie, mislead, or withhold information regarding any problems or other actions that are in violation of school rules.
2. **Alcoholic Beverages, Drugs, or Other Look-Alike Substances** – Possessing, using, selling, buying, transmitting, or secreting an alcoholic beverage, intoxicant, narcotic, or hallucinogenic drug, marijuana, barbiturate, amphetamine, related drugs or look-alike substances, or related paraphernalia or intoxicant on school property, including Board of Education owned vehicles, or while in attendance at any Board of Education sponsored and supervised activities is not permitted. (Students will be referred for 18 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 the school will discipline students. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.
5. **Disrespect** – Willful intimidation, insult, or other abuse, verbally or written, of school personnel or other students is not conducive to learning and will not be permitted.
6. **Disruption** – Engaging in any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption of any school function or activity is prohibited. This includes conduct that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well being of the rights of the other students. Some examples include running, throwing an object, horseplay, littering, being persistently unprepared for classes, eating food in class, note writing, failure to follow rules established in the classroom, and other disruptive actions as determined by the Principal.
7. **Electronic Devices and Communication Devices** – No student shall be permitted to use electronic devices or communication devices such as iPods, MP3 players, pagers, cameras, or cellphones during school hours. Devices that are confiscated may not be returned until the end of the school year.
8. **False Alarms and/or Inducing Panic** – The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without cause is a violation of state law and is subject to discipline by the school and possible contact of police authorities. (Reference: Ohio Revised Code)
9. **Fighting** – Hostile contact toward a student or other person associated with the District that may or may not cause injury is inappropriate. The act of hostile bodily contact among two or more students in or on school property, including Board of Education owned vehicles, or while in attendance at any Board of Education sponsored activity, which is likely to result in physical harm, and/or a substantial disruption will not be tolerated for any reason. Any fight may result in police charges being filed. Most fights can be stopped if the students involved will simply inform a staff member of the pending problem. Rarely is a fight spontaneous. Usually, several students are aware of a situation that may lead to a fight before it occurs. These students are responsible for making the problem known to the school staff. Additionally, any students who instigate a fight will be disciplined accordingly.
10. **Fire** – The unauthorized use of any fire while in attendance at any Board of Education sponsored activity or on Board of Education property or vehicles is not permitted. Anything, such as fire, that endangers school property and its occupants will not be tolerated.

11. **Forgery** – Forgery is the act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school. Using 19 another student’s planner is a violation of this rule. Forgery of hall/bus passes and excuses or false identification are not acceptable.
12. **Gambling** – The act of illegal gambling for money or valuables on school premises or at school events is prohibited. Gambling includes casual betting, betting pools, organized sports betting, any other form of wagering, or activities/items that promote gambling. Students who bet on an activity in which they are involved will be disciplined and may be banned from that activity.
13. **Grooming and Attire/Violation of Dress Code** – Dress or appearance that constitutes a threat to the student’s health or safety, disrupts the educational process, damages school property, or is blatant exhibitionism shall be prohibited. (See District Dress Code for further explanation.)
14. **Harassment** – Every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. Harassment is any speech or action that creates a hostile, intimidating, or offensive learning environment. Physical, verbal, or sexual harassment on the basis of religion, race, ethnicity, gender, age, and/or disability will not be tolerated. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which requires that the student-abuser be reported to proper authorities in compliance with State law.
15. **Hazing** – No student, including, but not limited to, leaders of student organizations, shall plan, encourage, or engage in the hazing of any person. As used in this policy, “hazing” means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates substantial risk of causing mental or physical harm to any person.
16. **Inciting Others to Violence or Disruption** – Students will be disciplined if they, by words, acts, or deeds directly incite others to commit violence or a disruption to the atmosphere of order and discipline necessary for effective learning.
17. **Insubordination** – Insubordination is the non compliance of directions or reasonable requests made by any school authority, including intentional interference with a teacher’s conducting of the class or failure to identify oneself to school personnel when requested.

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

may also include any toy that is presented as a real weapon or reacted to as a real weapon. Students who violate this rule will be suspended and may be recommended for expulsion. Criminal charges will be filed for this violation.

25. **Profanity** – The use of profane or obscene language or gestures is not acceptable.
26. **Public Display of Affection (PDA)** – Public display of affection is not permitted. Demonstration of affection is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.
27. **Refusing to Accept Discipline** – The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in sterner action. This includes refusing to take a detention slip from a staff member, throwing the detention slip away or refusing to serve a detention.
28. **Sale of Articles** – Students may not sell or offer for sale within the school or on school grounds any articles or services to fellow students or employees, or solicit contribution of such persons. This is not to be interpreted as a restriction of approved school fundraising activities.
29. **Shakedown and/or Strong Arm** – Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else and it is against the law. Students who engage in the act of extortion or borrowing or attempting to borrow any money or thing of value from a person in the 21 school, upon Board of Education owned vehicles, or while in attendance at a Board of Education sponsored activity, unless both parties enter into the agreement freely and without the presence of either implied or expressed threat, will be disciplined and authorities may be contacted.
30. **Theft** – Theft is the act of taking or acquiring the property of others without their consent including personal or school belongings, testing/evaluation materials and school forms (building passes, etc.). When a student is caught stealing school or someone's property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the Principal. The school is not responsible for personal property.
31. **Tobacco** – The use or possession of tobacco or tobacco products on school premises or at school-sponsored functions, including Board of Education owned vehicles is prohibited.

32. **Truancy and/or Persistent Tardiness** – Ohio attendance laws require students to be in school all day or have a legitimate excuse for absence. Excessive tardiness to school, excessive tardiness to class, truancy from school, truancy from class, and truancy from detention are considered violations of this rule and subject to discipline.
33. **Use of an Object as a Weapon** – Any object that is used to threaten or harm another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, chairs, jewelry, and so on or an object converted from its original use to an object used to threaten or injure another. Students who violate this rule will be suspended and may be recommended for expulsion. Police charges may be filed for this violation.
34. **Vandalism and/or Destruction of Property** – The act or attempted act or willful destruction or defacement of school or private property either on school grounds, or during a school activity, function, or off-site school event will be cause for discipline by the school and possible contact of police authorities.
35. **Violation of Bus Rules** – Students are expected to comply with bus rules. Rules for the bus include the following: no throwing any object inside or outside of the bus; no body parts hanging outside a window or door; no consumption of food or beverages; riders must remain seated until the driver gives permission to leave; using the emergency exit door without permission; and leaving or boarding a bus at locations other than the assigned stop unless parental and administrative authorization has been given. Students may be denied bus privileges for not following the bus rules.

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

Bullying, Harassment or 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. 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.

Bicycles

Student bicycles are not permitted to be left on school property unattended during the school day.

Bus Transportation

Alliance City Schools will be providing bus transportation for students in grades Preschool through 1st grade who reside with their legal guardian so long as the residence is 3 blocks or further from Alliance Early Learning School (AELS). Riding a school bus is a privilege and it is the student's duty and obligation to obey all bus rules for safety reasons. Any questions or concerns about bus transportation should be directed to the Transportation Supervisor at (330) 829-0348.

Alliance City Schools strives to make the school bus ride to and from school a safe experience for all students. Student safety is our #1 priority. Parent/Guardians need to be aware of the following procedures if their child misses the bus, please see below:

- If the bus is late, the following may be the reason: road conditions, weather, traffic, waiting on a student not ready, trains, blocked roads, trash trucks, road work, and emergency vehicles.
- If your child is going to be absent from school, please call the bus garage at 330-829-0348 and the student's assigned school building. This will help the driver to only make necessary stops.

PreK/Kindergarten ONLY

Preschool and kindergarten students will be picked up and dropped off at their residence. The bus driver must see an adult before students can exit the bus. If you want someone other than yourself to take your child off the bus, his/her name must be on the Emergency Medical Authorization form or your child will be returned to AELS.

First Grade ONLY

First Grade students will be picked up and dropped off at cluster stops. You will be receiving a letter before the beginning of the year as to where your child's cluster stop will be. If you have any questions please contact the bus garage at 330-829-0348.

Student Conduct on School Busses

Transportation Guidelines

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

transportation due to misconduct, the school administration shall provide due process to the student and notify the parents in writing of the disciplinary action.

Types of Bus Conduct for Which a Student May Be Disciplined

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

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

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

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

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

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

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

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

Complaints

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

member and/or administrator to the Building Director for review, investigation, and appropriate action.

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

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

Rules, Regulations, and Grievance Procedures

The Preschool Program is operated in accordance with the guidelines provided by the Ohio Department of Education and in compliance with the “Rules for Preschool Programs, Chapter 330137”. Copies of the rules governing the operation of our preschool and health, fire, and building inspections are available upon request. Parents who have concerns regarding the operation of the Alliance Preschool Program are encouraged to discuss the matter with the building Principal or Director of Student Services. If you have concerns that you believe have not been answered by the building principal or director regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of the children or similar matters, please call: (614) 466-0224 or toll-free (877) 644-6338, ask for Preschool Program Licensing. If your child has an IEP and you have concerns regarding your parental rights or your child’s program, please call: (614) 466-0224 or toll-free (877) 644-6338, ask for The Office of Early Learning & School Readiness. The Kindergarten Program is operated in accordance with the policies and procedures of the Alliance City School District.

Title 1

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

Title IX

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

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 Mrs. Jane Stoner and the Title IX Coordinator is Mr. Jason Dixon, 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 Officer, Mr. Jason Dixon, 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 circumstance will the District threaten or retaliate against anyone who raises or files a complaint.

Care Team

The School Care Team is a system of learning supports that ensures all students and families have an equal opportunity for success by providing community and school resources, strategies and practices. The team consists of our principal and assistant principal, our mental health therapist from Child and Adolescent Services and Behavioral Health, our Family Support Specialist and other staff members who may be asked to be involved as well. We know that the support we provide will have a wonderful and positive impact on the academic, emotional and social growth of our children. You will be contacted if the CARE Team feels a need to discuss concerns regarding your son/daughter.

RTI

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

School-Based Mental Health Services

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

STUDENT HANDBOOK ADDENDUM

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

Acknowledging the importance of following protocols to attempt to reduce the likelihood of infection of students and staff, the Board requires students to wear a mask on the bus, in the building, classroom(s) and at other times deemed necessary by the administration, unless students are unable to do so for a health or developmental reason. Breaks will be determined by the administration or designee. If no exception is applicable, the student may be reassigned by the Superintendent to an online/virtual learning environment if the Superintendent determines that reassignment is necessary to protect the health and safety of the student and/or others.

If the student /parent(s) refuse to participate in the online/virtual learning option, truancy and or disciplinary policies will apply.

Alliance Board of Education

John "Buddy" Gasparik - President

Bill Koch - Vice President

Sally Ailes

Teresa Caserta

Elayne Dunlap

District Administration

Jeffrey Talbert-Superintendent

Jason Dixon- Assistant Superintendent

Kirk Heath- Treasurer

Chris Gibowitz-Director of Curriculum

Jane Stoner-Special Education Coordinator

Nick Cowles-Director of Operations

Administration

200 Glamorgan Street

Alliance, Ohio 44601 (330) 821-2100

ALLIANCE HIGH SCHOOL ALMA MATER

On the rolling verdant terrace,
With the trees close by,
Stands our noble Alma Mater,
Dear Alliance High.
Lift your voices, laud and praise her,
For there are but few
That are like our Alma Mater,
Hail the Red and Blue.
Far above all other schools,
Stands Alliance High,
She will never be forgotten,
As the years go by.
Lift your voices, laud and praise her,
For there are but few
That are like our Alma Mater,
Hail the Red and Blue.