

**Northmont Elementary Handbook  
Northmont School District  
2017-2018**

**ATTENDANCE**

In Ohio, children are required to attend school from age six to eighteen unless the pupil has graduated from high school, is employed on an age and school certificate, or has been legally excused or removed from attending school for a specified period of time. No parent or guardian having legal care of a child of compulsory school age shall fail or refuse to send such child to school for the required time that school is in session.

**DAILY ATTENDANCE TIMES**

**Regular Times:**

EE, EH, NM, NW, UN: 9:10 A.M. – 3:40 P.M. KELC: 9:20 A.M. – 3:50 P.M.

**Two Hour Delay:**

EE, EH, NM, NW, UN: 11:10 A.M. – 3:40 P.M. KELC: 11:20 A.M. – 3:50 P.M.

**Two Hour Early Release:**

EE, EH, NM, NW, UN: 9:10 A.M. – 1:40 P.M. KELC: 9:20 A.M. – 1:50 P.M.

**STUDENT ATTENDANCE TIMES**

	<b>Tardy</b>	<b>Half Day A.M.</b>
EE, EH, NM, NW, UN	Up to 10:40 A.M.	Arrive after 10:40 A.M.
KELC	Up to 10:50 A.M.	Arrive after 10:50 A.M.
	<b>Early Release</b>	<b>Half Day P.M.</b>
EE, EH, NM, NW, UN	Leave after 2:10 P.M.	Leave before 2:10 P.M.
KELC	Leave after 2:20 P.M.	Leave before 2:20 P.M.

**ATTENDANCE PROCEDURE**

Parents are requested to call the school office by 10:00 A.M. the morning of the day their child will be absent from school. This early notification will assure the school that your child had not started to school that morning but is safe at home. If telephone contact is not made, students who are absent are required to bring a note from their parent the day they return to school. The note should explain the reason(s) for absence. All absences are marked unexcused until notice is received.

## **EXCUSED ABSENCE**

An absence will be recorded as an excused absence for any one of the following reasons:

1. Personal illness
2. Illness and/or emergency in the immediate family requiring presence at home
3. Death in the immediate family
4. Absence with prior administrative notification
5. Religious

Students may make up schoolwork missed for reasons of excused absence. Students must make up all work within the time allotted for make-up work. The following formula will be used: Number of consecutive days of absence plus one day equals the time allowed for make-up of missed work. For example: a student absent three days from school has four days to make up all missed schoolwork.

## **UNEXCUSED ABSENCES**

An unexcused absence is recorded for reasons other than those listed under excused absence. An unexcused absence will not permit the student to make up missed schoolwork. For court purposes three (3) unexcused tardies equal one (1) unexcused absence. Upon returning, a written valid excuse must be submitted within 2 school days in order for the unexcused absence to be changed to excused. A written statement from a licensed physician or psychologist can be required at the discretion of the administration. Student absences that do not follow this procedure will be considered unexcused (ORC framework, Sec 3321.04). The school district's attendance officer may deem it necessary to serve a legal notice to parents/guardian and or child.

## **EXCESSIVE UNEXCUSED ABSENCES FROM SCHOOL:**

Students who continue unexcused absences after being notified in writing by the District Attendance Officer regarding their excessive non-attendance may be subject to expulsion from school. In addition, such students may be referred to the Juvenile Court.

## **TRUANCY**

No student shall be truant from school. A student shall be considered truant when absent from school without permission of his/her parents and school officials.

## **HOMEWORK REQUESTS DURING STUDENT ILLNESS**

In the event of an extended absence due to student illness, homework may be requested immediately. Parents may pick up homework assignments at the school office one day after their request has been submitted. This permits the school sufficient time to collect the child's homework assignments.

## **HOME INSTRUCTION**

Parents should immediately inform the school when their child is going to be absent for twenty (20) consecutive days or longer. Home instruction is provided to the child who qualifies at no cost to the parents. Application forms for home instruction are in the office of each school building. Home

instruction will not begin until the form is signed by a physician, returned to the school, and a homebound tutor has been hired.

Children who qualify for home instruction and who can benefit from home instruction are eligible to receive one hour of home instruction for every day that school is in regular session. Home instruction is not provided when regular school is not in session, i.e., spring break, winter break, and summer vacation. Students who return to school on a full time schedule after an illness or injury will have their home instruction terminated.

### **ENROLLMENT OF NEW STUDENTS**

Any student new to the district must, upon initial enrollment, present to the principal's designee a copy of his/her original certificate of birth and school records provided by the school most recently attended. If a student cannot produce his/her birth certificate and school records from the school most recently attended, the parent or legal guardian must:

- a. Provide the principal or designee a copy of the birth certificate within 14 calendar days or the district attendance officer will, by law, notify the appropriate law enforcement agency of the possibility the student may be a "Missing Child," as defined in Section 2901.30 of the Revised Code or
- b. Be told by the principal or designee that the school will write or telephone, within 24 hours, the school most recently attended to request the student's school records. If the child did not attend school or the school records are not received within 14 calendar days, the district attendance officer will, by law, notify the appropriate law enforcement agency of the possibility the student may be a "missing child."

### **STUDENT FEES, FINES AND CHARGES**

Students enrolled in the Northmont School District will be furnished basic textbooks without cost. However, a user fee for consumable materials and supplies, charges for field trips and excursion fares and admissions, and extra curricular activities may be established when necessary. Such fees may vary as costs fluctuate. A listing of such fees shall be submitted to the Board for its approval prior to the beginning of each school year. The Board may enforce the payment of fees and charges by withholding grades.

### **VISITATION**

All visitors are required by law to report to the office when entering the building. Parents are always welcome, but are required to make an appointment to see a teacher, the principal, or to visit their child's class.

### **WITHDRAWALS**

Parents withdrawing their child(ren) from school should obtain a withdrawal form from the building secretary. This form should be completed and returned to the building secretary. All fees and bills owed to the school must be paid before the student's records will be forwarded to the receiving school. Psychological reports will be sent to the receiving school after the parents have signed the confidential

release form. The signed confidential release form will be sent to the pupil personnel department who will forward the psychological report to whomever the parents designated on the release form.

### **EARLY DISMISSAL**

Students who are to be dismissed early from school must bring a note to school from their parent or have their parents telephone the school the day of the early dismissal. The note or telephone call should inform the school of the time and reason for early dismissal. The parent must pick their child up in the school office at the designated time. An early dismissal may count as a quarter day, half day or three quarters day of absence.

### **FAMILY VACATIONS**

The school recommends that vacations be avoided during scheduled school days. Valuable educational time is lost with the possibility of a negative impact on student grades. The school does ask that parents pay close attention to the times that mid-term exams, final exams, and state testing takes place. It is recommended that a parent notify the building principal of the intent to remove their child (ren) from school for a family vacation at least five (5) school days in advance. The five school days allows teaching staff the opportunity to share information regarding academic instruction and assignments that will be missed. A parent not alerting the building principal five (5) school days prior to the family vacation may not have the opportunity to receive academic related information from the child's teacher(s). *Family vacations are not to exceed 10 days during a school year. Vacation days, with prior notification, will be considered excused absences.* Parents are also reminded of Progress Book, a web-based opportunity for both parent and student to review student work and assignments.

### **PROMOTION AND RETENTION**

Promotion and retention in the elementary grades shall be a joint decision of the classroom teacher(s) and principal. Promotion and retention will be determined on the basis of the student having successfully met the academic requirements for the current school year and per the adopted Board policy.

### **FIELD TRIPS**

Any teacher taking a group of students on a field trip or excursion must secure in advance of the trip the written permission of the parent. This written permission must be secured before each field trip.

### **LUNCH**

All Northmont Elementary Schools observe a "closed" lunch program. Students are not permitted to leave school during the lunch period to eat lunch elsewhere. Students may bring their lunch to school to eat in the cafeteria, and they may buy milk and other a la carte items to eat with their lunch. With our computerized point-of-sale system, we encourage prepayment of lunches. We accept prepayment in any form from 1 day to 180 days. The money goes into your child's own debit account and is automatically deducted when he or she buys a lunch. You may also add money for a la carte items such as extra milks. Also, you may specify, "No a la carte items allowed for my child" with your

prepayment. Parents may make credit card deposits through [www.SendMoneyToSchool.com](http://www.SendMoneyToSchool.com). For those who choose not to prepay, you can still send lunch money every day.

## **1. CHARGING POLICY FOR ELEMENTARY STUDENTS**

\$10.00 outstanding charge balance – once a student reaches this amount they will be given an alternate “charge” meal. The meal will be a non-reimbursable breakfast or lunch of 1% milk and a container of regular cheerios cereal. The student will continue to receive this meal until their charge is paid. The meal will be charged to the student’s account – the cost will be \$1.00 (\$0.30 breakfast and \$0.40 lunch for reduced students.) Students with any negative amount are not allowed to purchase ala Carte items, including milk. Each day the cashier will notify the teachers of students who have reached their charge limit and will receive a ‘charge meal’ the next day if they do not pay off their charge. When the teacher does the lunch count the next day the student will be given a ‘charge meal’ if they don’t have the money to pay their charge. The charge meal option will be added to the daily lunch count list. Twice a week (Tuesday and Thursday) charge letters will be sent home to the parents. The letters can be sent home more often if the cashier has the time or the cashier can call the parent. Parents will be encouraged to sign-up for [SendMoneyToSchool.com](http://SendMoneyToSchool.com) so they can monitor their child’s accounts. If the charge reaches \$20 or more the Director will call the parent. At the beginning of May the Food Service cashiers will post “No Charging” signs. Starting two weeks before the end of school the cashiers will send negative balance lists to the teachers each day. Students on the list will have to contact their parent(s) and ask for money or a lunch. If the parent is unable to bring a lunch or money the student will still receive a meal but be charged for that meal.

## **2. LUNCH SUBSTITUTES**

If your family physician has recommended that your child not drink milk due to a disability, the cafeteria will follow the physician’s recommendations for a substitution provided you file with the cafeteria the proper form (available at the office or cafeteria) from your physician.

## **FREE OR REDUCED LUNCHESES**

Guidelines developed by the National School Lunch Program and adopted by the Northmont Board of Education will be observed in determining the eligibility of school age children for free or reduced lunches. Information and forms are available in each school office regarding the qualifications for families of school age children who may be eligible for free or reduced lunches. Free and reduced students should be encouraged to use our lunch program because this system helps keep your child from being overtly identified.

## **PROGRESS BOOK**

The Parent Access feature of the district’s electronic grade book, Progress Book, allows parents to view information about their children such as current grades, attendance, assignments, and teacher messages. Parents will be provided a unique username and password that will allow them to access this feature through any Internet connection. This information may be obtained from your school office.

## **FEES/TEXTBOOKS**

The Northmont Board of Education may set a student fee each year to cover all or part of the costs of workbooks, art supplies, etc. Parents will be notified at the beginning of the school year of the amount of the fee. The student fee listing may be obtained from the building principal.

All textbooks are the property of the Northmont Board of Education with the necessary books furnished free to students for use during the year. However, a student who loses, defaces, or destroys Board owned property will be responsible for replacing it.

## **HEALTH AND SAFETY**

**Immunization** -Every student shall have, at the time of admittance, the required immunizations as required by the State of Ohio Department of Health for the prevention of diphtheria, tetanus, whooping cough, measles (rubella and rubeola), mumps, and poliomyelitis and hepatitis B plus 2 varicella for kids (beginning Fall 2010) beginning with kindergartners who enrolled in the fall. If there is a medical or religious reason why this requirement cannot be met, it must be reported in writing to the principal. Students who move into the district during the school year must present evidence of having had all the required immunizations.

**Physicals** -Every student entering kindergarten must have the results of a physical exam on file in the school office prior to their first day of school. If a student did not attend kindergarten in the Northmont District and is entering the first grade, he/she will be required to have the results of a physical exam on file in the office prior to the first day of school. Any student failing to comply with the above regulations shall be excluded from school until the regulations are met. Parents who request their child be excused from gym or recess because of health reasons, must provide the principal with a written statement from their physician stating the reasons why the child must be excused and when the child will return to the activity.

**Illness at School** -Parents should not send a sick child to school. Sick children should stay home, receive proper care and return to school when they are well. The school nurse, when in the building, is responsible for caring for the ill or injured student. The school secretary at times is also involved in assisting the ill or injured student. If a student becomes ill or injured at school, the parent will be notified immediately. If the parent cannot be reached at home, the school will call the emergency name and number listed with the school. If the appropriate adult cannot be reached at the emergency number the school will make an effort to keep the student in the clinic until the parent or emergency number are notified or until school is out. If the school has to take a student to the hospital for observation and examination it will use the emergency medical form on file. Students who vomit, have diarrhea and/or have a fever, should be symptom free for 24 hours before returning to school.

**Dispensing of Prescription and Over-the-Counter Medication at School** -No medication that is prescribed by a physician for a student shall be administered to the student until the parent or legal guardian provides the principal or designee with the following information:

- a. A written request signed by the parent or legal guardian must be presented to the school nurse, special education teacher, teacher, or school secretary.
- b. A statement signed by the prescribing physician must accompany the above written request and the statement should include the following information:
  - 1) the name and address of the student;
  - 2) the school and class in which the student is enrolled;
  - 3) the name of the drug and the dosage to be administered;
  - 4) the times at which the drug is to be administered;
  - 5) the date the administration of the drug is to begin;
  - 6) the date the administration of the drug is to cease;
  - 7) any severe adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in case of an emergency;
  - 8) any special instructions for the administration of the drug, including sterile conditions and storage.
- c. The parent or guardian will provide the school with a revised statement signed by the physician if they previously provided information changes.
- d. All prescription drugs must be received by the school person authorized to administer the medication (school nurse, special education teacher, or secretary) in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
- e. Over-the-Counter medications: By completing an “Over-the-Counter Medication” form, parents can give their consent for the school nurse or other non-medical school personnel to provide their son or daughter with the following medications, if needed: acetaminophen (generic Tylenol), ibuprofen (generic Advil), or antacid. These are the only over-the-counter medications that the district provides. The form must be signed by the parent. Consent by phone is not accepted. Students may not self-carry over-the-counter medications.
- f. Students are not permitted to carry or to self-administer prescription or non-prescription medications except a metered-dose inhaler, dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, and/or an Epi-pen for students with severe allergies. The right applies at school or at any activity, event, or program sponsored by or in which the student’s school is a participant. Students who must carry such an inhaler or Epi-pen must submit to the school office a completed Self-Medication Form for Asthma Inhalers and Epi- pens. The form must be completed by the physician and signed by the parent. A copy of the form must be on file with the school nurse. The student will carry the original form with the inhaler and/or Epi-pen.
- g. It is the position of the Northmont City School district that the management of pediculosis (head lice) should not disrupt the educational process. Students found with live head lice will be referred to parents for treatment. Data does not support the necessity to exclude the student from school attendance due to the presence of nits.

## **STUDENT TRANSPORTATION AND SCHOOL BUS BEHAVIOR**

School Bus Behavior All the rules listed herein and their consequences apply to students when aboard a school bus. The school bus driver, like the classroom teacher, is an employee of the Board of Education and has the right and responsibility to enforce the student rules of conduct and to report to

the principal all violations of these rules. Students who violate the rules of conduct while riding the school bus will be disciplined according to the penalty assigned the violation as found in student rules of conduct booklet. In addition, a student will lose his/her busing privileges if the following bus rider rules are not followed:

The Northmont City School District is responsible for students once they board the bus, while parents are responsible for the safety and supervision of their children to and from the bus stop and while waiting for the bus.

Students are required to ride only their assigned bus and to get on and off at their designated stop. If a temporary or permanent bus or stop change is necessary; a parent must call the transportation manager at 832-5050 to make the request.

Each student shall be assigned a residence side safety spot / designated place of safety. Drivers must account for each student at the designated place of safety before leaving. Students are not to proceed to their residence until the school bus has departed.

If it is necessary to cross the street after departing the bus, students are to cross in front of the bus after the driver gives a clear signal for them to cross.

Behavior at the school bus stop must not threaten life, limb, or property of any individual.

Upon boarding the bus, students must go directly to an available or assigned seat so the bus may safely resume motion. In the interest of safety for all students riding Northmont buses, students are not permitted to: Put arms, head, or legs out of bus windows. -Throw or pass objects on, from, or into the bus. -Leave their seat while bus is in motion. -Eat or drink on bus except as required for medical reasons. -Chew gum on bus. -Strike, push, or otherwise abuse another student while on the bus. -Yell, stamp feet, or clap hands. Sudden noises can cause accidents. -Have animals on the bus (snakes, mice, dogs, etc.) -Use abusive or profane language. -Bring glass containers or incendiary devices onto the bus. -Bring objects onto the bus that cannot be safely held on the lap without permission of bus driver. -Use of tobacco on the bus. -Have alcohol or drugs in their possession on the bus except for prescription medication required for a student. Students must obey the bus driver.

Students are to enter and leave the bus in an orderly single file.

Students are to sit three to a seat and are not permitted to stand while en route.

Students shall be at their bus stop approximately five minutes prior to the scheduled arrival time of the bus and wait in a location clear of traffic and away from the bus stop. Parents shall be responsible for the safety and conduct of students while going to and from pick-up points and for meeting the bus promptly.

## **CUMULATIVE SCHOOL RECORDS**

A cumulative school record will be maintained for all students enrolled in the Northmont School District. These records will be kept in a lockable file cabinet and stored in the office area of the school. A copy of a child's cumulative school record will not be made available to any outside person or agency without prior written parent permission. Parents may request to review their child's cumulative school record by calling the principal and arranging for a time convenient to the parent and principal.

## **SUPPORTIVE SERVICES AND PROGRAMS FOR STUDENTS**

Northmont School District provides supportive services and programs for eligible students. More information regarding these services and programs may be requested by contacting the principal. The principal will provide the parent with the help and information needed for acquiring the service or program. The types of supportive services and programs available are:

1. School Psychologist
2. Speech and Hearing Therapy
3. School Nurse
4. Guidance Counselor
5. Attendance
6. Adjusted Curriculum Classes
7. Learning Disability Classes
8. Multi-handicapped Classes
9. Behavioral Classes
10. Home Instruction
11. Visual Impairment Services
12. Hearing Impairment Services
13. Special Needs Transportation
14. Substance Abuse Counselor

### **EQUAL OPPORTUNITY—Equal Opportunity Statement:**

In accordance with state and federal regulations, it shall be the policy of the Northmont Board of Education to provide equal educational opportunities for students who shall be free from any limitations based upon sex, ethnic background, religious beliefs, or economic and social conditions. This concept of equal educational opportunities shall serve as a guide for the Board and staff in making decisions related to school facilities, employment of students, selection of curriculum, educational materials, equipment, and the establishment of co curricular programs and all regulations affecting students.

#### **Positive Behavior Intervention and Supports Policy (5630.01)**

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion. Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student in limited circumstances as set forth in Board Policy. All restraint and seclusion shall only be done in accordance with Board Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion, and consistent with the Ohio Department of Education's Policy on Positive Behavior Interventions and Support, Restraint and Seclusion (adopted January 15, Policy 5630.01, Positive Behavior Intervention and Supports and Limited Use of Restraint and

Seclusion, is available on the Board's on-line policy manual at <http://www.neola.com/Northmontcty-oh/>.

### **NORTHMONT TITLE VI, IX, AND SECTION 504 GRIEVANCE PROCEDURE**

The Northmont Board of Education has indicated its intent to comply with TITLE IX and Section 504 which states in part: "No person in the United States shall, on the basis of sex and handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."

The TITLE IX and Section 504 Grievance Procedure listed below is intended for the use of students who believe they are being discriminated against in violation of TITLE IX and Section 504. The steps outlined below should be followed until the problem has been resolved. All attempts should be made to resolve grievances at the first and second level.

Student Procedure:

Consult with responsible building principal.

Submit written grievance to responsible building principal who shall respond in writing within 10 days. Contact Student Hearing Officer: 4001 Old Salem Road, Englewood, Ohio 45322 Phone: 937-832-5000

### **GIFTED**

"Gifted" means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment, and identified under division (A), (B), (C), or (D) of Section 3324.03 of the Ohio Revised Code.

General:

The Northmont City School District (NCSD) accepts scores from other school districts and/or qualified personnel outside the school district approved by the Ohio Department of Education. The NCSD shall provide at least two opportunities a year for assessment.

Referral:

Children may be referred on an ongoing basis, through: child request (self-referral), teacher recommendation, parent/guardian request, peer referral, or other individuals (psychologist, community member, principal, gifted coordinator, etc.). Referral forms are available from a Coordinator of Gifted Services. By using this process, the NCSD ensures equal access to screening and further assessment for all children, including culturally or linguistically diverse children, children from various socioeconomic backgrounds, children with disabilities, and children for whom English is a second language.

Screening:

The NCSD screens students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and/or performing arts. Screening determines if additional assessment is necessary. The NCSD

determines cut-off scores to move students from screening to assessment if scores are lower than necessary for identification.

In making decisions about additional assessment, existing test data for students may not be the sole determining criteria. School personnel examine all available information about a student. If evidence of possible giftedness exists for that student, even when the screening cut-off score is not attained, additional assessments may be offered.

Parents must be notified of the screening results within 30 days of NSCD's receipt of those results.

#### Assessment:

Assessment strategies provide additional data necessary for identification and eligibility for services. The NCSD ensures there are ample and appropriate opportunities for assessment by using: whole class assessment, group tests, individually administered tests, auditions and/or performances, display of work, exhibition, and checklists. The NCSD only uses instruments for gifted screening, assessment, and identification, as approved by Ohio's Department of Education. Please see Ohio Revised Code 3324.01-.07 or NCSD's Gifted Assessment Instruments pamphlet for more information.

#### Notification:

Parents/guardians will be notified in writing of the results of any assessments given by the gifted department within 30 days of the receipt of results.

#### Transfer:

Parents or legal guardians of a child transferring into NCSD may contact the school building to submit in writing a request for assessment. The NCSD ensures the child transferring will be assessed within 90 days of the date the request is received.

#### Services:

The NCSD ensures equal opportunity for all students identified as gifted to receive services offered by the district. For more information about services, please see the brochure entitled "District Policy and Plan for the Identification of and Services for Children Who are Gifted" in your child's school office. Any student receiving gifted services must have a Written Education Plan (WEP) in place.

#### Written Education Plans:

A Written Education Plan (WEP) guides services provided to students in NCSD. Goals and methods for evaluating students will be determined for each student by the classroom teacher and/or GIS. Specifics are provided by the Ohio Department of Education in Operating Standards for Identifying and Serving Gifted Students (OAC 3301-51-15). Student progress will be updated at parent/teacher conferences. Copies of WEPs will be provided to parents/guardians upon request. Current copies of WEPs will be kept in the student's cumulative files.

#### Withdrawal:

If at any time, a student wishes to withdraw from gifted programs or services, the request should be

written by the parent/guardian or child to the building administrator. If a child requests to withdraw, the parent/guardian will be notified.

#### Appeal Procedure:

An appeal by the parent/guardian is the reconsideration of any part of the identification process, which would include:

- Screening procedure or assessment instrument (which results in identification)
- Scheduling a child for assessment
- Placement of a child in any program
- Receipt of services

Parents/guardians should submit a letter to the superintendent or designee outlining the nature of the concern. The superintendent or designee will convene a meeting with the parent/guardian, which may include other school personnel. The superintendent or designee will issue a written final decision within 30 days of the appeal. The written notice should include the reason for the decision(s).

#### Acceleration:

**Whole Grade Acceleration:** The practice of assigning a student to a higher grade level than is typical given the student's age on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities.

**Individual Subject Acceleration:** The practice of assigning a student to a higher grade level than is typical given the student's age for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.

**Early Admission to Kindergarten:** The practice of admitting a student to kindergarten who has not yet reached the typical age at which students are admitted to kindergarten for the purpose of providing access to appropriately challenging learning opportunities.

#### Policies and Procedures:

A referral for possible acceleration must be made to the building principal and permission to review must be given in writing by the parent or legal guardian. A team meeting will be held to determine the protocol and assign data collection. After data is collected the team will make a recommendation. If the team determines a student will be accelerated, and the parent or legal guardian agrees with the team's recommendation, a written acceleration plan will be developed and the student will be placed in the accelerated setting. After a transition period, the student's work and adjustment to the accelerated placement will be reviewed. If the team decides the placement is appropriate, the student will remain in the current setting.

A parent or legal guardian of the referred student may appeal in writing the decision of the evaluation committee to the superintendent within 30 days of being notified of the committee's decision. The superintendent shall review the appeal and notify the parent or legal guardian who filed the appeal of his or her decision within 30 days of receiving the appeal. The superintendent's decision shall be final.

### Guidelines for Parents for Registering and Resolving Questions and Concerns:

The following guidelines are designed to encourage parents to register and resolve their questions and/or concern with the school person most likely to have the first line of responsibility in that area. In addition, and just as important, these guidelines should assist the parent in their effort to get answers and relief from their concern or problem.

When a parent desires to file a formal complaint, they are requested to put the nature of the complaint and the relief sought in writing. This copy should be directed to the person most likely in the guidelines listed below to have the first line of responsibility, i.e., teacher, principal, or superintendent. Copies of the formal complaint will then be distributed to all involved parties.

A. Questions and concerns regarding classroom policies and practices should be directed to those persons listed below and in the following order:

1. First with classroom teacher. If unresolved or additional information or assistance is needed, then confer with....
2. Second, the principal. If unresolved or additional information or assistance is needed, then confer with....
3. Third, the superintendent's office. He/She may choose to direct the parent to central office personnel who has responsibility in the area of question or concern. He/She may choose to deal with the question and/or concern. If, at this level, the parent's concern is still unresolved the superintendent or his/her designee will advise the parents of their right to take their concern forward to the Board of Education.
  - a. They may write a letter regarding their concern to the president of the Board of Education. In this letter they may request to address the Board at its next regularly scheduled meeting.
  - b. They may choose to attend the next regularly scheduled Board meeting and address the Board when the agenda permits members of the audience to speak on their concern.
4. And last, parents have legal means to present their concern.

B. Questions and concerns regarding building policies and the general operation of the school your child attends should be directed to the building principal. If issues remain unresolved, then contact the superintendent's office.

C. Questions and concerns regarding district policies and the general operation of the school system should be directed to the superintendent. If issues remain unresolved then parents will be advised of their right to take their concern forward to the Board of Education and last, of their right to pursue legal means.

### **EDUCATIONAL RECORDS NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to student education records. Educational Records include any records that contain information directly related to a student and maintained by Northmont City Schools or by a person acting for the Northmont City Schools.

#### Access to Student Records:

Parents or eligible students have the right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official), a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

#### Right to Challenge:

Parents or eligible students have the right to request the amendment of the student’s records they believe are inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

If, as a result of the request for amendment, the school district decides to amend the challenged educational record, the parent or eligible student will be informed in writing.

#### Release of records:

The right of disclosure of personally identifiable information contained in the student’s educational records remains with the parent or eligible student except to the extent that FERPA authorizes disclosure without consent. Those FERPA exceptions are:

Disclosure to school officials and contracted agencies with legitimate educational interests. school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel),

A person serving on a school board;

A person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist);

Or a parent or student serving on an official committee, such as a grievance or disciplinary committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses

education records without consent to officials of another school district in which a student seeks or intends to enroll. Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failure by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

Directory Information:

Directory Information which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent -unless parents have advised the school district that they do not want their student's information disclosed without prior written consent. The school has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Email address
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Grade level
- Dates of attendance/graduation

If you do not want the school district to disclose directory information from your child's educational records without

your prior written consent, you must notify the school district in writing within 15 school days of the start of school.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas if survey is funded in whole or in part by a program of the U.S. Department of Education.

#### **A. Consent**

Political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, antisocial, self-incriminating, demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parent; income, other than as required by law to determine program eligibility.

B. Opportunity to opt student out of any other protected information survey, regardless of funding, any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and activities involving the collection, disclosure, or use of personal information obtained from student for marketing or to sell or otherwise distribute the information to others.

C. Inspect, upon request and before the administration or use protected information surveys for students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

Northmont Elementary Student Rules of Conduct  
Northmont School District  
2017-2018

**INTRODUCTION**

The rules of conduct contained herein have been approved by the Board of Education and shall be in effect until the first day of school of the next school year. The procedural requirements of mandates that all Ohio schools, elementary through secondary, develop student rules of conduct for which students may be removed, suspended or expelled from school. These rules, when developed, must be made known to all students and their parents or guardians. The rules contained herein constitutes your first warning.

This section of the student handbook sets forth the Student Rules of Conduct for all Northmont elementary students regardless of the building of attendance. These rules are also applicable to any student misconduct, regardless of where it occurs, that is directed at a district official or employee or the property of an official or employee.

In the interpretation of the disciplinary policy it frequently becomes necessary to define where the responsibility of the school ends. To guide students, the following definition of school-sponsored activities is provided: any activity on school property or off school property but promoted by any school under the jurisdiction of the school and all rules of discipline and personal conduct are to be adhered to. Students violating school rules in these situations will be subject to disciplinary action. The list of school-sponsored activities below may include but not be limited to the following:

All field trips

All athletic events

All dances

All recognition ceremonies or money raising activities sponsored by school organizations

Students violating school rules on school property, but not during school hours, will be subject to disciplinary action.

**HARASSMENT, INTIMIDATION, OR BULLYING (5517.01)**

Introduction: The Board has developed this policy in consultation with parents, school employees, school volunteers, students, and community members.

Prohibitions: Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time on school property, on a school bus, or during any school sponsored event and at the times and/or places set forth in the Student Code of Conduct that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee.

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

- A. Students must report acts of harassment, intimidation, or bullying to teachers, district employees, and/or school administrator,
- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator
- C. Teachers and other school staff who witness acts of harassment, intimidation, or district employees, and/or school administrators; harassment, intimidation, or bullying with the building principal or other appropriate administrator; bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators; the incident by mail, facsimile, or electronic mail to any staff member
- D. A person may report an incident anonymously by providing a written description of the incident by mail, facsimile, or electronic mail to any staff member
- E. School administrators shall investigate and document any written or oral reports
- F. School administrators shall notify both the parents or guardians of a student who commits acts of harassment, intimidation, or bullying and the parents or guardians of students against whom such acts were committed, and allow access to any written reports pertaining to the incident, to the extent permitted by R.C. 3319.321 and the Family Educational Rights and Privacy Act (FERPA).

Definition of Harassment, Intimidation, or Bullying: In accordance with this policy, "harassment, intimidation, or bullying" means any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- A. Causes mental or physical harm to the other student; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Harassment, intimidation, or bullying also includes violence within a dating relationship. An electronic act is an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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

False Reports: Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying. Any student responsible for deliberately making a false report will be subject to the full range of disciplinary consequences.

Disciplinary Interventions: When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Disciplinary consequences may include suspension for harassment, intimidation, or bullying by an

electronic act. However, such discipline shall not infringe on any student's rights under the First Amendment to the Constitution of the United States.

Publication, Training, Immunity, and Board Summary: This policy shall appear in any student handbooks, and in any publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the district. This policy and an explanation of the seriousness of bullying by electronic means will be made available to students in the district and to their custodial parents or guardians. Information regarding the policy shall be incorporated into employee training materials. To the extent state or federal funds are appropriated for this purpose, the Board will require students enrolled in the district to be instructed on the Board's policy and the consequences for violating the policy. Once each school year, the Board sends a written statement describing this policy and the consequences for violating it to each student's parent or guardian. The statement may be sent with report cards or delivered electronically. A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with the policy if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy. The District administration will semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the district website to the extent permitted by state and federal student privacy laws.

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007) Revised 3/24/14

## **PART I -STUDENT RIGHTS AND RESPONSIBILITIES**

All students have rights as bestowed to them by Ohio Law, the Constitution of the United States, the Board of Education, and their parents/guardians. In the exercise of these rights, students have basic responsibilities. Every right has a corresponding degree of responsibility. A student may temporarily forfeit his/her right to educational opportunities when his/her conduct disrupts the educational process, deprives others of their basic right or violates the school rules established herein.

## **PART II -ADMINISTRATION OF STUDENT RULES OF CONDUCT**

The building principal or designee shall administer the student rules of conduct contained herein and shall use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

## **PART III -DUE PROCESS**

The school administration will keep a discipline record on every student who violates a school rule listed herein. Procedural requirements will be implemented in conjunction with a suspension, expulsion or emergency removal as follows:

### **1. STUDENT SUSPENSION**

The superintendent or principal may suspend a student from school for disciplinary reasons outlined herein. No period of suspension is for more than ten school days. Suspensions may not extend beyond

the current school year if, at the time a suspension is imposed, fewer than ten days remain in the school year. The Superintendent may 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 students shall be required to begin such community service program or alternative consequence during the first full weekday of summer break. In the event the student fails to complete the required community service or 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 following guidelines are followed for all suspensions:

1. The student is informed in writing of the intended suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt will be made to notify the parent(s) by telephone if a suspension is issued. A conference may be arranged within seventy-two (72) hours to discuss the seriousness of the misbehavior and the action taken by the school.

Within 24 hours of a suspension, a letter will be sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.

The parent(s) may appeal the suspension by the superintendent or the principal by filing a notice of appeal in writing to the treasurer within fourteen (14) calendar days of the formal written notice of suspension. They may be granted a hearing before the Board's designee in order to be heard against the suspension. They may request that the hearing be held in executive (private) session. A representative of their choosing may represent them in the appeal proceedings. A verbatim record of the hearing is preserved for purposes of further appeal. Appeal of the decision of the Board's designee may be made to the Montgomery County Court of Common Pleas.

## 2. STUDENT EXPULSION

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined herein. Only the superintendent may expel a student. Expulsion is the removal of a student for more than ten school days, but not more than an additional eighty school days or not more than one year if dangerous weapon or serious physical harm is involved. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The superintendent may apply any remaining part or all of the period of the expulsion to the following school year. The superintendent may require a student to perform community service in conjunction with or in place of an expulsion. Withdrawal of a student from school will not prevent an expulsion. The superintendent must initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before an expulsion hearing has been held or before a decision to expel has been made. A student will not be permitted to make up, for academic credit, schoolwork missed

because of an out-of-school expulsion. Although academic credit shall not be awarded for work completed during an out-of-school expulsion, students are strongly encouraged to complete homework assignments during such absence in order to keep abreast of the subject content assigned in their classes.

The following guidelines are followed for all expulsions:

The superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative has the opportunity to appear on request before the superintendent's designee to challenge the action or to otherwise explain the student's actions.

The notice of intended expulsion shall state the time and place to appear before the superintendent's designee.

Within 24 hours of the expulsion, the superintendent shall notify in writing the parent(s) of the student and treasurer of the Board. The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board's designee, the right to be represented at the appeal, and the right to request that the hearing be held in executive session.

The parent(s) may appeal the expulsion by the superintendent by filing a notice of appeal in writing to the treasurer within fourteen (14) calendar days of the formal written notice of expulsion. They may be granted a hearing before the Board's designee in order to be heard against the expulsion. They may request that the hearing be held in executive (private) session. A representative of their choosing may represent them in the appeal proceedings. A verbatim record of the hearing is preserved for purposes of further appeal. Appeal of the decision of the Board's designee may be made to the Montgomery County Court of Common Pleas.

### 3. EMERGENCY REMOVAL OF A STUDENT

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the superintendent or principal may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student and treasurer of the Board. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the superintendent's designee. In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension, or expulsion. In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular

activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

#### **PART IV - SCHOOL SPONSORED ACTIVITIES**

The rules of conduct listed herein apply to all school sponsored activities. The list of school-sponsored activities will include, but not be limited to, the following: all intramural contests and practices and all field trips. A student who is suspended or expelled from school shall not be permitted to participate in or to attend a school-sponsored activity.

#### **PART V -DISCIPLINE**

Whatever disciplinary action the school uses shall be done considerately and courteously. In all cases, the principal will use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

**AUTHORITY OF PRINCIPALS AND TEACHERS:** Under the laws of the state of Ohio, principals and teachers are given the authority of parents in the discipline and control of students.

**PHYSICAL FORCE:** A principal or teacher may use physical force against a student, when circumstances dictate that immediate action is necessary for self-defense, for the preservation of sufficient order to permit instruction to proceed, or for the protection of other persons or property of the Board of Education.

#### **PART VI -METHODS OF DISCIPLINE**

Discipline will include but not be limited to the following methods:

**DETENTION:** A teacher or principal may assign detention to a student when, in their judgment, it is the most appropriate disciplinary action. Detention may be served before or after school as assigned by the teacher or principal. A student will begin serving his/her detention after his/her parents are notified of the reason for detention and the amount of time assigned. Parents may be notified by telephone or by letter. The school will not transport students who lose their regular means of transportation as a result of detention.

**SATURDAY DETENTION PROGRAM:** A Saturday Detention will be assigned by a building principal to a student when, in their judgment, it is the most appropriate disciplinary action. A student will serve his/her Saturday Detention after his/her parents are notified of the reason for the Saturday Detention and the amount of time assigned. Parents may be notified by telephone, letter, or Email. It is the responsibility of the parents to provide transportation to and from the Saturday Detention location. Saturday Detention will be from 8:30 A.M. to 10:30 A.M. at Northmoor Elementary, 4421 Old Salem Rd., Englewood, Ohio.

**SUSPENSION:** The term suspension shall mean the removal of a student from the school premises and all related school activities for a period of time of one (1) school day and up to but not more than ten (10) school days for each occurrence.

**EXPULSION:** The term expulsion shall mean the exclusion of a student from all school attendance and related activities for a period of ten (10) school days but not to exceed eighty (80) school days or not more than one (1) year if a dangerous weapon or serious physical harm is involved.

**NOTIFICATION OF LEGAL AUTHORITIES:** Notification may be made to juvenile court or legal authorities.

**PROHIBITION AGAINST DANGEROUS WEAPONS:** The Board is committed to providing the students and staff of the Northmont City School District with an educational environment, which is free of the dangers of firearms, knives, and other dangerous weapons in the schools.

A “firearm” includes 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 firearm silencer; or any destructive device (as defined by federal law, 18 U.S.C. Sections 921-924), which includes but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, or rocket having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

A “knife” includes any cutting instrument consisting of a sharp blade fastened to a handle. Students are prohibited from bringing any firearm or knife to school. Students are also prohibited from possessing at school any firearm or knife which was initially brought onto school property by another person. For purposes of this prohibition, “school” includes any school operated by the Board, any other property owned by the Board, including school vehicles, or any school-sponsored activity.

Any student who brings a firearm or knife to school or possesses a firearm or knife at school shall be expelled from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. Procedures for notices, hearings and appeals applicable to expulsions of up to 80 days apply to expulsions for violations of this rule.

The superintendent or designee may reduce the required one-year expulsion on a case-by-case basis in accordance with state law, considering the following factors:

1. The student’s age and grade level;
2. Academic and extracurricular record of the student;
3. Prior disciplinary record of the student;
4. Aggravating and/or mitigating circumstances related to the offense; and/or
5. The probable dangers to the health and safety of other students or staff posed by the offense.

Students may be expelled for up to one year for firearm related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.

Students who possess, use or convey look-alike weapons or other dangerous weapons such as (but not limited to) metal knuckles, razors, clubs, chains, or stun guns may be subject to expulsion from school for up to 80 days.

**SERIOUS PHYSICAL HARM:** A student who commits an act that inflicts serious physical harm to persons or property, if it was committed at school, on other school property, or at a school activity, event or program may be expelled for up to one (1) year.

## **PART VII -RULES OF CONDUCT**

The following rules apply to every elementary student in the district. The violation of these rules is considered by the school to be a serious matter. The following offenses may cover one to ten days suspension and/or recommendation for expulsion. The principal will consider the child's age, his/her intent, and past behavioral performance when deciding the appropriate consequence for a child who has violated a rule. The school's main purpose is to teach children to abide by reasonable rules.

**UNAUTHORIZED FIRES:** A student shall NOT burn or attempt to burn any buildings or property owned or leased by the Board of Education.

**ASSAULT:** A student shall not act or behave in such a way as to cause or attempt to cause physical injury to other students, visitors or staff members of the school district, NOR shall any student encourage another person to commit the offense of assault.

**DANGEROUS WEAPONS OR LOOK-ALIKE WEAPONS:** A student shall not use, handle, have on his/her person, have easy access to, transmit, convey or conceal any weapon, look-alike weapon or any object that could be considered a dangerous weapon capable of inflicting bodily injury, such as (but not limited to) look-alike firearms, look-alike knives, look-alike explosive devices metal knuckles, razors, clubs, box-cutters, chains, or stun guns.

**ELECTRONIC COMMUNICATION DEVICES:** A student shall not use any type of communication device such as cell phones, walkie-talkies, radios, video games, CD players, MP3 players, iPods or other such devices during regular school hours with out the permission of the staff. If such devices are brought to school, they must be turned off, stored out of sight, and not used during the regular school day. Such devices that are lost or stolen are not the school's responsibility.

**FALSE ALARMS:** A student shall NOT initiate an alarm for fire, an impending bomb explosion or other catastrophe that could induce panic without just cause and without notifying the principal of his/her actions.

**FIREWORKS AND EXPLOSIVES:** A student shall NOT have on his person, have easy access to, transmit, conceal, use or threaten use of fireworks, explosives or other such devices capable of inflicting bodily injury or disrupting the educational process.

**DRUG AND DRUG SUBSTANCES:** All drugs, drug substances and drug-like substances must be authorized by the student's personal physician and be approved by the school nurse's office before such a substance is permitted for personal use by a student on school premises or at a school sponsored activity.

No student shall use, have on his person, be within easy access to, be under the influence of, sell, give away, make drug paraphernalia, or conceal unauthorized drugs, drug substances or drug-like substances on school premises or while attending a school sponsored activity. This shall include, but not be limited to, all "uppers," "downers," "acids," "sopers," Quaaludes, cocaine, marijuana and alcoholic beverages.

**DRUG PARAPHERNALIA AND DRUG-LIKE SUBSTANCES:** A student shall not use, have on his person, be within easy access to, be under the influence of, sell, give away, make drug paraphernalia, or conceal caffeine pills, unknown powders or pills, drug paraphernalia, marijuana, and marijuana-like substances while on school premises or while attending a school sponsored activity.

**DESTRUCTION OF PROPERTY:** A student shall NOT cause or attempt to cause damage to school property or private property on school premises or at a school activity off school grounds. A student is responsible for all restitution when damage occurs. Students may not be permitted to return to school until restitution is made to the treasurer of the school district.

**EXTORTION:** A student shall NOT gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat.

**FORGERY:** A student shall NOT falsify school forms, school records, correspondence, examination papers, parking permits, or other school data not herein listed.

**HAZING:** A student shall NOT plan, encourage, or engage in any hazing of another student or students. Student organizations are not permitted to haze members of their organization. Hazing may result in the person(s) or organization being liable for civil or criminal penalties in accordance with Ohio law.

**INAPPROPRIATE SEXUAL BEHAVIOR:** A student shall not act in an inappropriate sexual manner at school or any school sponsored activity.

**NON-ATTENDANCE:** Regular school and class attendance is required. No student shall fail to regularly attend school or class without appropriate reason or permission from school officials.

**NOTE:** Excessive unexcused absences may result in expulsion.

**DISRESPECT:** A student shall NOT intimidate, harass, bully, make obscene gestures, insult, use profane language, verbally abuse or abuse in writing any student, employee of the Board of Education or a visitor in the school, or others at any school activity.

**HARASSMENT, INTIMIDATION, OR BULLYING:** Pursuant to Board policy, a student shall not harass, intimidate, or bully another student. Such prohibited activities include any intentional, written, verbal, or physical act a student exhibits toward another particular student on more than one occasion, and the behavior (1) causes mental or physical harm to the other student or school personnel, and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Other acts of harassment, intimidation, or bullying that do not fall within the above-stated definition may be disciplined under the offense of “Disrespect.”

**STEALING:** A student shall NOT take or acquire the property of others without the consent of the owner.

**USE OF TOBACCO PRODUCTS:** Students shall not use tobacco products. Smoking law states, “health professionals have determined the use of tobacco products or look-alike tobacco products can be detrimental to one’s health” and the Board of Education wishes to encourage good health practices among the students of this district. Therefore, the Board prohibits the smoking, use, or possession of tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, e-cigarettes-water vapor devices and any other tobacco, by any student in any area under the control of the school district or at any school sponsored activity supervised by any school within the district.

**INSUBORDINATION:** A student shall NOT disregard or refuse to obey directions given by school personnel.

**DISRUPTIVE BEHAVIOR:** A student must abide by all classroom rules so as not to interrupt the educational process of the classroom.

**MENACING THREATS:** A student shall not (1) threaten to cause physical harm to any student, school personnel, or any visitor in a school building or on school property; or (2) threaten physical harm to the property of such persons. In addition to verbal threats, the prohibition includes threats by any means, including but not limited to threats made in writing, by E-mail, by telephone, or by any electronic recording device. Student threats against school personnel are prohibited even if made or received off of school property.

**INDUCING PANIC:** A student shall not disrupt school or any school sponsored activity by doing any of the following: (1) starting or spreading a rumor of an alleged fire, explosion, crime, or other

catastrophe, knowing that such rumor is false; or (2) committing or threatening to commit any act that is likely to cause serious inconvenience, alarm or panic at school or at any school sponsored activity.

**GANG ACTIVITY:** Students are prohibited from engaging in any act or behavior that communicates in any manner the recruitment, initiation, coercion, hazing, intimidation, revenge, retribution or retaliation for gang membership or gang related activity. This includes disruption of school or school-sponsored activities, on school grounds or in vehicles.

**LEAVING SCHOOL GROUNDS WITHOUT AUTHORIZATION:** A student is considered to be on school grounds and under the direction of school authorities upon boarding the school bus or when entering school grounds. Students are not permitted to leave their school grounds until dismissed at the end of the school day, unless they have an early dismissal approved by the principal. Students are to remain within the specific boundaries of their school building and grounds as specified for use.

**REPEATED VIOLATIONS OF SCHOOL RULES:** A student shall NOT repeatedly violate the school rules listed herein. Repeated violations of school rules suggest a serious adjustment problem may exist. The principal should use his/her judgment in determining the most appropriate disciplinary action to be taken in each individual case.

**DRESS AND PERSONAL GROOMING:** Students are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress, hairstyle, or make-up which is considered contrary to good hygiene or which is distracting or disruptive to the purpose of school conduct will not be permitted. Northmont City Schools administration reserves the right to determine appropriate and acceptable dress. Students violating these guidelines will make the necessary corrections or be sent home. Parents may be contacted.

The following are guidelines in the selection of clothing and standard of personal grooming for school attendance:

1. Any style of dress that brings ridicule or disrespect to the national, ethnic, or religious origin of any student or employee of the Board of Education will not be tolerated.
2. Any style of personal grooming which tends to undermine or destroy established orderliness of discipline within the school is not permitted.
3. Any style of dress that exceeds generally accepted standards of decency will not be tolerated.
4. Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following are guidelines on brief clothing and may not cover all situations: Students shall not wear halter-tops, spaghetti straps, or strapless garments unless covered by another sleeved shirt. Garments that are mesh or “see-through”, low cut, or expose one’s midriff are not acceptable. Undergarments must not be visible.
5. All pants, shorts, or skirts will be worn at the waist level and properly fastened. All skirts and shorts should reach the ends of the student’s own fingertips. Skirts that do not meet these guidelines need to have shorts/leggings worn with them.

6. Students shall not wear hats, scarves, or bandanas in the district building except for a medical or religious purpose or for special occasions approved by the principal.
7. Students shall not wear items of clothing or jewelry that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol, tobacco, or drug use or violence; or that are otherwise contrary to the school's educational mission.
8. Shoes must be worn at all times. Shoes should cover both the toes and have some type of strap. To ensure proper safety, flip-flops are discouraged. Students should not wear high heels. Shoes with rollers or wheels are not permitted.
9. Billfold/wallets with chains or chains as jewelry are not permitted.
10. Pajamas are not appropriate dress for school and are not permitted unless it is an occasion approved by the principal.
11. Make-up is discouraged and students may be asked to wash their face in the restroom.

**UNACCEPTABLE BEHAVIOR:** Will include, but not be limited to: public display of affection, bringing any type of radio or video game to school, possession of pornographic materials, rolling papers, roach clips, lighters and matches, any unapproved sales, any willful display of pictures or drawings which portray drugs, alcohol or sexual connotations, and general "horseplay."

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

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The district's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network). The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials. The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process.

Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

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

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline. The Superintendent or his/her designee may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. The dangers inherent with the online disclosure of personally identifiable information

C. The consequences of unauthorized access (e.g., “hacking”), cyberbullying and other unlawful or inappropriate activities by students online, and

D. Unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. Students and staff members are responsible for good behavior on the Board’s computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board’s computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines. The Board designates the Superintendent and his/her designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students’ use of the Network. P.L. 106-554, Children’s Internet Protection Act of 2000, 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003), 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003), 18 U.S.C. 1460, 18 U.S.C. 2246, 18 U.S.C. 2256. 20 U.S.C. 6777, 9134 (2003), 76 F.R. 56295, 5630

**THE FOLLOWING USES OF THE INTERNET ARE STRICTLY PROHIBITED:**

- a. providing your network account and/or password to others
- b. providing on-line your home address, phone number, or photograph, or the home address, phone number, or photograph of others
- c. using the account of another user with or without permission
- d. students using the network without staff monitoring or supervision
- e. gaining or attempting to gain unauthorized access to resources or entities (commonly referred to as "hacking")
- f. invading the privacy of others by accessing and/or vandalizing their computerized data
- g. introducing a computer virus onto the network or any District computer
- h. installing or copying of any software and/or other material on the hard drive of the system without the permission or under the supervision of the teacher or system administrator or in violation of the copyright law

- i. degrading or disrupting equipment or system performance
- j. wasting technology resources, including bandwidth, file space, and printers
- k. using the system to access, distribute and/or viewing inappropriate material or advising others how to access inappropriate material
- l. using the system to access any area of the Internet that would be offensive in accordance with the applicable policies and regulations of the Board or Education
- m. using any form of obscene, harassing, threatening, defamatory or abusive language online
- n. violation of trademark/copyright laws, license agreements, or other contracts
- o. using the network for financial gain, for commercial activity or for any illegal activity
- p. posting personal communication without the author's consent
- q. substituting someone else's name on an e-mail communication
- r. sending any communication that is inconsistent with the applicable policies and regulations of the Board of Education and/or that suggests, for example, pornography, unethical or illegal solicitation, racism, or sexism
- s. using the Internet without having signed the Student Network and Internet Acceptable Use and Safety Agreement consent and waiver
- t. possessing any data in paper, magnetic disk, or other form which violates the terms and conditions of this Student Network and Internet Acceptable Use and Safety Agreement or current copyright law restrictions
- u. any action by a user, which is determined by the classroom teacher or the District administration to constitute inappropriate use of the Internet.

\*\*\*Inappropriate use is defined as any violation of this Student Network and Internet Acceptable Use and Safety Agreement or any use that is inconsistent with the educational goals of the District.

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

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign the form online through InfoSnap. Students eighteen (18) and over may sign their own forms online.

Use of the Internet is a privilege, not a right. The Governing Board's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege. The Board has implemented technology protection measures, that protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/ or services on the Internet that the Board has not authorized for educational purposes and/ or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. The Board has the right, at any time, to

access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.