

HUDSON HIGH SCHOOL



STUDENT-PARENT HANDBOOK

2021-22

2500 Hudson-Aurora Rd

Hudson, OH 44236

330.653.1416

www.hudson.k12.oh.us

The Board of Education Policies which appear in the Student/Parent handbook and opening folder are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents in the Handbook since it was printed in the summer. You may access all current Board of Education policies at www.hudson.k12.oh.us by clicking on the BOE and selecting Policies/Procedures.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this District to provide equal educational opportunities for all students, regardless of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (unless age is a factor of necessary to the normal operation or the achievement of any legitimate objective of the program/activity), religion, military status, ancestry, genetic information, place of residence within the boundaries of the District, or social or economic background. All students and other members of the District community are encouraged to promptly report incidents of discriminatory conduct to the District's Compliance Officers, Kelly Kempf (330-653-1426) and Steve Marlow (330-653-1207). The District's Compliance Officers can provide additional information concerning access to equal educational opportunity and on District policy, which may be accessed at www.hudson.k12.oh.us by clicking on the BOE and selecting Policies/Procedures (Policy 2260). Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Note: This statement is based on Policy 2260, Nondiscrimination and Access to Equal Educational Opportunity.



ENGAGED COLLABORATOR

An Explorer helps everyone learn and grow by proactively listening, thoughtfully presenting ideas, respecting all voices, and collaborating to achieve shared goals.



EMPATHETIC CONTRIBUTOR

An Explorer understands and learns from others' feelings, thoughts, and experiences. An Explorer actively looks for opportunities that improves the lives of others.



ADAPTIVE PROBLEM SOLVER

An Explorer perseveres to reach solutions, even in rapidly changing environments filled with diverse views, obstacles, and sometimes failure.



ETHICAL CITIZEN

An Explorer courageously and consistently demonstrates honesty and integrity, even when it's difficult, unpopular, or when no one is watching.



LIFELONG LEARNER

An Explorer lives a healthy, hopeful, and balanced life, embraces new ideas, and diverse perspectives, and is always learning, reflecting, and growing.



CRITICAL THINKER

An Explorer is open-minded, curious, thoughtful, and informed by evidence when evaluating and proposing solutions.

**HUDSON HIGH SCHOOL
2500 HUDSON-AURORA ROAD
HUDSON, OHIO 44236-2389**

www.hudson.k12.oh.us

330-653-1416

**ext. 1 ATTENDANCE
ext. 2 GUIDANCE OFFICE
ext. 3 ATHLETICS
ext. 4 RECORDS OFFICE
ext. 5 MAIN OFFICE
ext. 6 STAFF LISTING
E-CONNECT 330-653-1300**

EDUCATIONAL VISION STATEMENT



The Hudson school community will unite to empower our students to achieve uncharted levels of success.

A MESSAGE FROM THE PRINCIPAL...

Welcome to **YOUR** high school—the home of Explorer Pride! We are excited about another year of outstanding opportunities for our community’s young adults in a school that has a deep, rich tradition of academic success.

Hudson High School represents the vision of our community to provide outstanding facilities, a talented and dedicated staff, and high expectations for quality student performance in and outside of the classroom.

Please make an effort to familiarize yourself with the contents and important policies contained in this planner. Our administration and staff members are counting on each individual to meet the responsibilities required of good school citizens to contribute the time, effort and goodwill necessary to make our high school a positive learning environment for all. Pay special attention to important policies related to attendance, eligibility, and of course, the Code of Conduct.

Good luck this year as you confront challenges, learn from mistakes, celebrate successes and strive for quality in all you attempt. Hudson High School welcomes everyone for what promises to be an exciting and rewarding 2021-2022 school year.

Brian D. Wilch

Principal

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NOTE: The Board of Education (BOE) Policies which appear in the Student/Parent Handbook are periodically updated in response to changes in the law and other circumstances. Some policies have been truncated to fit the handbook, but the completed versions can be located at www.hudson.k12.oh.us. There may have been changes to the documents in the handbook since it was printed in summer of 2020. You may access all current Board of Education policies at www.hudson.k12.oh.us by clicking on the BOE and selecting Policies/Procedures. The number refers to the actual BOE policy.

HUDSON HIGH SCHOOL

2021-2022 DAILY SCHEDULE

Monday, Friday	
Period	Time
1	8:00 - 8:50
2	Announcements 8:55 - 9:50
3	9:55 - 10:45
4	10:50 - 11:20
5	11:25 - 11:40
6	11:45 - 12:15
7	12:20 - 12:35
8	12:40 - 1:10
9	1:15 - 2:05
10	2:10 - 3:00

Tuesday	
Period	Time
1	8:00 - 8:45
2	Announcements 8:50 - 9:40
3	9:45 - 10:30
Explorer Period	10:35 - 11:05
4	11:10 - 11:40
5	11:45 - 11:55
6	12:00 - 12:30
7	12:35 - 12:45
8	12:50 - 1:20
9	1:25 - 2:10
10	2:15 - 3:00

Wednesday		
Period	Time	Comments
2	9:35 - 11:10	Announcements
4/5 or 5/6	11:15 - 1:25	L1: 11:15 - 11:45 L2: 12:05 - 12:35 L3: 12:55 - 1:25
9	1:30 - 3:00	

Thursday		
Period	Time	Comments
1	8:00 - 9:30	
3	9:35 - 11:10	
6/7 or 7/8	11:15 - 1:25	L1: 11:15 - 11:45 L2: 12:05 - 12:35 L3: 12:55 - 1:25
10	1:30 - 3:00	

ALTERNATE SCHEDULES

(The possibility to revert to
these schedules exists if
needed due to restrictions
from Covid-19)

HUDSON HIGH SCHOOL “ALL IN” SCHEDULE: Alternating Blocks				
Monday Block A	Tuesday Block B	Wednesday Block A	Thursday Block B	Fridays Block A
Explorer / Office Hours 8:00-9:30	1 st Period 8:00-9:30	Teacher PLCs 8:00-9:30	1 st Period 8:00-9:30	Explorer / Office Hours 8:00-9:30
2 nd Period 9:35-11:10	3 rd Period 9:35-11:10	2 nd Period 9:35-11:10	3 rd Period 9:35-11:10	2 nd Period 9:35-11:10
4/5 or 5/6 11:15-1:25 (Includes Lunch) <i>Block Lunch</i> <i>mods:</i> <i>L1: 11:15 – 11:40</i> <i>L2: 11:40– 12:05</i> <i>L3: 12:05 – 12:30</i> <i>L4: 12:35– 1:00</i> <i>L5: 1:00– 1:25</i>	6/7 or 7/8 11:15-1:25 (Includes Lunch) <i>Block Lunch</i> <i>mods:</i> <i>L1: 11:15 – 11:40</i> <i>L2: 11:40– 12:05</i> <i>L3: 12:05 – 12:30</i> <i>L4: 12:35– 1:00</i> <i>L5: 1:00– 1:25</i>	4/5 or 5/6 11:15-1:25 (Includes Lunch) <i>Block Lunch</i> <i>mods:</i> <i>L1: 11:15 – 11:40</i> <i>L2: 11:40– 12:05</i> <i>L3: 12:05 – 12:30</i> <i>L4: 12:35– 1:00</i> <i>L5: 1:00– 1:25</i>	6/7 or 7/8 11:15-1:25 (Includes Lunch) <i>Block Lunch</i> <i>mods:</i> <i>L1: 11:15 – 11:40</i> <i>L2: 11:40– 12:05</i> <i>L3: 12:05 – 12:30</i> <i>L4: 12:35– 1:00</i> <i>L5: 1:00– 1:25</i>	4/5 or 5/6 11:15-1:25 (Includes Lunch) <i>Block Lunch</i> <i>mods:</i> <i>L1: 11:15 – 11:40</i> <i>L2: 11:40– 12:05</i> <i>L3: 12:05 – 12:30</i> <i>L4: 12:35– 1:00</i> <i>L5: 1:00– 1:25</i>
9 th Period 1:30-3:00	10 th Period 1:30-3:00	9 th Period 1:30-3:00	10 th Period 1:30-3:00	9 th Period 1:30-3:00

HUDSON HIGH SCHOOL “HYBRID” SCHEDULE

Mondays (A – Laz) BLUE	Tuesdays (Le – Z) WHITE	Wednesdays (A – Laz) BLUE	Thursdays (Le – Z) WHITE	Fridays BLUE / WHITE (ALTERNATING) ALL CLASSES
Teacher PLCs 8:00-9:30	1st Period 8:00-9:30	1st Period 8:00-9:30	Explorer / Office Hours 8:00-9:30	1ST 8:00 - 8:50 2ND 8:55 - 9:50 3RD 9:55 - 10:45
2nd Period 9:35-11:10	3rd Period 9:35-11:10	3rd Period 9:35-11:10	2nd Period 9:35-11:10	4TH 10:50 - 11:20 (LUNCH) 5TH 11:25 - 11:40
4/5 or 5/6 11:15-1:25 (Includes Lunch) <i>Block Lunch mods: (eat w/ class)</i> <i>L1: 11:15 – 11:45</i> <i>L2: 11:50– 12:20</i> <i>L3: 12:25 – 12:55</i> <i>L4: 12:55– 1:25</i>	6/7 or 7/8 11:15-1:25 (Includes Lunch) <i>Block Lunch mods: (eat w/ class)</i> <i>L1: 11:15 – 11:45</i> <i>L2: 11:50– 12:20</i> <i>L3: 12:25 – 12:55</i> <i>L4: 12:55– 1:25</i>	6/7 or 7/8 11:15-1:25 (Includes Lunch) <i>Block Lunch mods: (eat w/ class)</i> <i>L1: 11:15 – 11:45</i> <i>L2: 11:50– 12:20</i> <i>L3: 12:25 – 12:55</i> <i>L4: 12:55– 1:25</i>	4/5 or 5/6 11:15-1:25 (Includes Lunch) <i>Block Lunch mods: (eat w/ class)</i> <i>L1: 11:15 – 11:45</i> <i>L2: 11:50– 12:20</i> <i>L3: 12:25 – 12:55</i> <i>L4: 12:55– 1:25</i>	6TH 11:45 - 12:15 (LUNCH) 7TH 12:20 - 12:35
9th Period 1:30-3:00	10th Period 1:30-3:00	10th Period 1:30-3:00	9th Period 1:30-3:00	8TH 12:40 - 1:10 (LUNCH) 9TH 1:15 - 2:05 10TH 2:10 - 3:00

HUDSON HIGH SCHOOL "REMOTE" SCHEDULE: Alternating Blocks

Monday Block A	Tuesday Block B	Wednesday Block A	Thursday Block B	Friday Block A
Explorer / Office Hours 8:00-9:30	1st Period 8:00-9:30 GC: 8:00 Zoom: 8:30-9:30am	Teacher PLCs 8:00-9:30	1st Period 8:00-9:30 GC: 8:00 Zoom: 8:30-9:30am	Explorer / Office Hours 8:00-9:30
2nd Period 9:35-11:10 GC: 9:35 Zoom: 10-11am	3rd Period 9:35-11:10 GC: 9:35 Zoom: 10-11am	2nd Period 9:35-11:10 GC: 9:35 Zoom: 10-11am	3rd Period 9:35-11:10 GC: 9:35 Zoom: 10-11am	2nd Period 9:35-11:10 GC: 9:35 Zoom: 10-11am
4/5 or 5/6 11:55-1:25 GC: 11:55 Zoom: 12:25-1:25pm	6/7 or 7/8 11:55-1:25 GC: 11:55 Zoom: 12:25-1:25pm	4/5 or 5/6 11:55-1:25 GC: 11:55 Zoom: 12:25-1:25pm	6/7 or 7/8 11:55-1:25 GC: 11:55 Zoom: 12:25-1:25pm	4/5 or 5/6 11:55-1:25 GC: 11:55 Zoom: 12:25-1:25pm
9th Period 1:30-3:00 GC: 1:30 Zoom: 2-3pm	10th Period 1:30-3:00 GC: 1:30 Zoom: 2-3pm	9th Period 1:30-3:00 GC: 1:30 Zoom: 2-3pm	10th Period 1:30-3:00 GC: 1:30 Zoom: 2-3pm	9th Period 1:30-3:00 GC: 1:30 Zoom: 2-3pm

HUDSON CITY SCHOOL DISTRICT 2021-2022

2 – Weeks Late Start
Due to Construction

AUGUST				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

SEPTEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OCTOBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER				
M	T	W	T	F
1	2	3	4	5
8	9	10	[11]	12
15	16	17	18	19
22	23	24	25	26
29	30			

DECEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JANUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

FEBRUARY				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

MARCH				
M	T	W	T	F
	1	[2]	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JUNE				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

JULY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Note: = SCHOOL HOLIDAY
 = SCHOOL NOT IN SESSION
FOR STUDENTS PreK-12
[] = SCHOOL NOT IN SESSION
FOR STUDENTS PreK-8 **ONLY**

August 18-20	New Teacher Orientation
August 23 & 24	General Staff Meetings & Teacher Inservice
August 25	First Day for Students
September 6	Labor Day
October 8	School Holiday
October 22	End of First Grading Period (41 Days)
October 25	Teachers' Professional Development and Records Day
November 10	PreK-12 Parent Teacher Conferences (Evening)
November 11	PreK-8 Parent Teacher Conferences (Day & Even.)
November 11	9-12 Parent Teacher Conferences (Evening)
November 12	School Not in Session K-12
November 24 - 26	Thanksgiving Break
Dec. 20 – Dec. 31	Winter Break
January 13	End of Second Grading Period (45 Days)
January 14	Teachers' Records Day
January 17	Martin Luther King Day
February 21	Presidents' Day
March 2	PreK-8 Parent Teacher Conferences
March 25	End of Third Grading Period (48 Days)
March 28 – Apr. 1	Spring Break
April 15	School Holiday
May 30	Memorial Day
June 8	End of Fourth Grading Period (46 Days)
June 9	Teachers' Records Day

Adopted 04/08/19

HUDSON HIGH SCHOOL STUDENT HANDBOOK

This handbook has been revised with the input of parents, students, staff and community members to better prepare you to meet the needs and expectations of our school community. The handbook provides an overview of the services, procedures and rules of Hudson High School. Take some time to read it and direct any questions you may have to any teacher. As a student, it is your responsibility to be aware of its contents.

AREAS OF THE BUILDING

A. COMMONS

This serves as Hudson's kitchen and cafeteria. During lunch periods, students must report to the Commons, Senior Lunch Room / Atrium / Courtyard, or the Garden of Egan (for underclassmen). During non-lunch periods, the Commons serves as a study hall area for underclassmen and upperclassmen without flex passes. A student may sign out the Commons and go to the Math Lab, Writing Lab, ARC, or the Library.

B. LIBRARY/MEDIA CENTER

The library is located on the second floor directly above the office and guidance areas with its entrance across from the courtyard. Students have access to the library from 7:45 to 3:15 each day. The library program provides classes for students in essential 21st century skills of inquiry, ethical behavior, technology, information literacy and media literacy as well as reading for enjoyment. Classes are designed and scheduled with teachers to support their units of study. Students have access to the online catalog, INFOhio databases and purchased databases 24/7 through the library website: <http://www.hudson.k12.oh.us/sites/hhsmedia>. Passwords to databases are given to all students. Students may use personal electronic devices, work on computers, watch news and educational television/video programs, create iMovies, podcasts, PowerPoints, and other multimedia products, work in groups to study or develop projects, or simply to read while in the library. Materials may be checked out for 2 weeks and renewed for another 2 weeks. Fines are 5 cents per day for overdue materials.

C. SUPERVISED STUDY HALLS

A supervised study hall is available throughout the day, including lunch times. All freshmen and sophomores will have supervised study halls. Upperclassmen without flex passes are to report to the Commons for study hall. Students who have attendance or discipline issues, and/or are in academic difficulty may be scheduled into supervised study halls or the Academic Resource Center. Students can also be assigned to a study hall during Explorer Period, if they need time to complete work.

D. MAIN OFFICE

The Main Office houses the principals' offices, athletic office, and the clinic. The school's lost and found is located in the Main Office. Students who have lost articles should check with the receptionist.

E. HALLWAYS

Students are not permitted in the halls during their lunch periods. Hall monitors and other staff members on hall duty may ask who you are and where you are going; you are expected to tell them.

F. RESTRICTED AREAS

During lunch, students are permitted only in the Commons and the outside courtyard near the Loading Dock entrance. In addition to the Commons, seniors can report to the Senior Lunch Room / Atrium / Courtyard area during lunch. In order to minimize classroom disruption, all other areas adjacent to the building are off limits. Students are not to sit in cars in the parking lot or loiter there. Once students arrive on campus they are not permitted to leave the building and must remain in a supervised area.

ATTENDANCE PROCEDURES

Refer to Board Policy: 5200

Revised: 9/10/20

The Attendance Office is located in the auditorium lobby near the canopied entrance. What follows is an outline of general attendance policies. You are responsible for knowing and following these procedures:

A. EXCUSED ABSENCE FROM SCHOOL

A parent or guardian must call the Attendance Office on each day of absence by 9:00 AM. The local number to call is 330-653-1414 or you may call our e-connect number 330-653-1300. If the Attendance Officer does not receive a phone call within one hundred twenty minutes after the beginning of the school day, the Attendance officer shall contact the student's parent or guardian through one or more of the following methods: telephone call, automated call, text-based communication to the wireless device of the parent or guardian, or email.

The only students who may legitimately report an excused absence themselves are those over the age of eighteen enrolled as "emancipated students." Emancipated students must provide proof of adequate financial self-support and proof of residence in Hudson apart from their parent(s).

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor academic performance; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours. Because attendance is important to us, we will be sending attendance letters home to those students who are absent five or more days.

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

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

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an emancipated 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 single absence or prolonged absence. Because of this, Hudson City Schools will only accept ten (10) parent excusal notes per year for a student. After the ten (10) parent excusals have been exhausted, students need to bring in a doctor's note for additional absences. If there is no doctor documentation, these absences will remain unexcused and count toward truancy.

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

- A. personal illness
- B. appointment with a health care provider
- C. quarantine of the home
- D. death in the family
- E. college visitation (with required verification of time and date for the visit)
- F. observation or celebration of a bona fide religious holiday
- G. up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction to participate in a District-approved enrichment or extracurricular activity
- H. medically necessary leave for a pregnant student in accordance with Policy 5751
- I. such good cause as may be acceptable to the Superintendent

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

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

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

Contacting the Parent/Guardian of an Absent Student

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

Excessive Absences

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

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

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

Habitually Truant

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

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

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

Absence Intervention Team

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

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the Principal may, in his/her discretion contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team shall develop an intervention plan that provides the student and family with intervention strategies.

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

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

Reporting Requirements

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

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

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

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

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent under R.C. 3321.12(b)(2). The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive unexcused absences and habitually absent status.

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

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

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

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

Tracking Remote Attendance (When Applicable to the Learning Model):

Consistent with the Remote Learning Plan submitted to the Ohio Department of Education in 2020, the District will provide a variety of instruction models, including both teacher-led remote learning and self-directed remote learning.

Student attendance in teacher-led remote learning (synchronous web-based instruction) shall be tracked in the same manner as hourly, in-person instruction. Teachers shall determine hourly attendance by evidence of student login and logoff data.

In addition to the reasons listed at the beginning of this policy, absences from teacher-led remote learning (synchronous web-based instruction) may be considered excused under the following circumstances, with notice from a parent/guardian:

- A. temporary internet outage for individual students or households;
- B. unexpected technical difficulties for individual students or households, such as password resets or software upgrades occurring during a teacher-led remote learning lesson;
- C. computer/device malfunction;
- D. malfunction of a District-owned device for which the District is providing technical assistance, repair, or replacement.

Attendance in self-directed remote learning (asynchronous) shall be tracked by evidence of participation, which may include, but is not limited to:

- A. daily logins to learning management systems;
- B. daily interactions with the teacher to acknowledge attendance, which may include, but are not limited to, messages, emails, telephone calls, video chats, or other formats that enable teachers to engage with students; and
- C. assignment completion:

The teacher will determine the number of hours a typical student would take to complete an assignment and report those hours of attendance when the assignment is completed. A teacher may adjust the number of hours of attendance based on the length of time the student actually spent on the assignment, as reported by the student, parent, or other person with knowledge.

STUDENTS WHO LEAVE THE BUILDING WITHOUT PRIOR PERMISSION FROM THE ATTENDANCE OFFICE WILL BE CONSIDERED UNEXCUSED.

B. UNEXCUSED ABSENCES FROM CLASS

An unexcused absence is an absence where a student does not have one of the approved excuses from pages 8-9 Students cannot miss one class to attend another class.

The following policy will be in effect for the **first** unexcused absence from a class:

1. The teacher will mark the absence in SunGard.
2. The teacher refers the student to the Unit Principal for assignment of a Wednesday PM Detention.
3. The Unit Principal will notify parents.

The following policy will be in effect for the **second** unexcused absence **from any class**:

1. The teacher will mark the absence in SunGard.
2. The teacher refers the student to the Unit Principal for assignment of a Wednesday PM detention.
3. The Unit Principal will notify parents.

The following policy will be in effect for the **third** unexcused absence **from any class**:

1. The teacher will mark the absence in SunGard.
2. The teacher refers the student to the Unit Principal for assignment of **two** Wednesday PM detentions.
3. The Unit Principal will notify parents.

The following policy will be in effect for the **fourth** unexcused absence **from any class**:

1. The teacher will mark the absence in SunGard.
2. The teacher refers the student to the Unit Principal. Unit Principal will assign appropriate consequence (additional Weds. PM detention, ISR, suspension)
3. The Unit Principal will notify parents.

Upon the **fifth** absence, excused or unexcused from class, an attendance warning letter will be mailed home to parents to inform them of the significance of absences and ask that a meeting take place to discuss the specifics with the Unit Principal and/or student assistance team.

C. ADVANCED ABSENCE FROM SCHOOL

If you know in advance that you will be absent from school, you must obtain an Advanced Absence form from the Main Office. Complete and return it to the Main Office or the Attendance Office before the absence. Advanced absence from school is excused when the student will be out of town or attending to business that cannot be conducted outside of the school day. Making preparations for a trip such as packing, running errands, etc. is not an acceptable reason for advanced absence.

D. DOCTOR/DENTAL APPOINTMENTS

If you need to keep an appointment during the school day, parents must call with that information prior to 9:00 AM. Your name and time of departure will be listed on the daily attendance sheet. **You must sign out in the Attendance Office before leaving, and sign in upon returning or the absence may be unexcused. A doctor's note will be required upon return to school for an absence or to be excused for a medical appointment.**

E. EXCESSIVE ABSENCE FROM SCHOOL

Excessive absence from the classroom presents a major obstacle to effective student learning. When students are absent, they miss not only the information given, but also the interaction that adds to the overall learning experience. The activities, which occur in a classroom, can never be totally replicated in "make-up" work. Having the student in class on a regular basis is imperative if teachers and schools are to be held accountable for the end result.

BROADCAST ALERT

District and building news is shared through the BroadcastAlert system. Once you register on the District website and select your subscriptions, you will begin to receive links to emailed announcements, news and other important information about what is going on in our District, buildings and classrooms.

Hudson Schools are “Green.” Most all newsletters and flyers are posted on the website or emailed to you as a link to more information. If you do not have access to the internet, please contact the school office and information can be sent home with your student.

CARE OF BOOKS

When given a textbook or when using books from the Media Center, the student is responsible for their care. If books are lost, damaged or stolen, the student is responsible for their replacement or repair.

CHEATING/PLAGIARISM

Code of Academic Integrity

Cheating/Academic Dishonesty: Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work. Examples include but are not limited to:

1. Looking at someone else’s paper prior to or during an exam.
2. Commenting or revealing the test or content or answers to other students prior to their exam.
3. Communicating with other students during an exam, test, quiz, or any other form of evaluation.
4. Using unauthorized materials, i.e. “cheat sheets” and electronic devices of any kind.
5. Purposefully allowing another student to see or to use one’s work at any time during any form of evaluation.
6. Copying work assigned to be done independently or letting others copy another’s work. This includes the unauthorized use of the internet. For example, using a foreign language translation site.
7. Creating or changing laboratory data or submitting reports based on this data. This includes making up or falsifying data for deceptive purposes, citing nonexistent articles, or contriving sources.
8. The use of dishonest practices to improve one’s grade or someone else’s grade, i.e. stealing tests or quizzes or working on a take – home exam with another without teacher permission, etc.

Plagiarism: To present as new or original an idea or product derived from an existing source; to commit “literary theft.” Using the ideas, data, or language of another individual without specific or proper acknowledgment. Techniques for avoiding and recognizing plagiarism are found in the school style sheet, ([Keys for Writers](#) and [Write for College](#)) as well as links found through the Hudson home page.

Deliberate deception, including but not limited to the following:

1. Tampering with, falsifying, or forging school documents.
2. Making deliberately deceptive phone calls to the attendance office or school officials.
3. Tampering with or changing attendance rosters, grade books, or computer records.
4. Lying about the need for an extension for an exam or paper.
5. Continuing to write when time is up during an exam.

Consequences:

All management of plagiarism, associated actions, and consequences are initially the responsibility of the classroom teacher in collaboration with the Unit Principal. After an accusation of plagiarism, the student, his/her parent[s] and the student's Unit Principal will be notified. The Unit Principal will record this violation in the student's discipline record and assign consequences. In the case of summative assessments, the classroom teacher will determine the alternative assignment, in order to ascertain the student learning, although the grade may reflect a percentage reduction.

The Unit Principal may use the following guidelines for consequences:

1st Offense – Formative assignment = Wednesday PM Detention and a zero on the assignment
– Summative assignment = 2 Days of ISR and a 33% reduction in the student grade

Subsequent Offense Possibilities – OSS, expulsion, loss of credit, loss of leadership roles in the school, and loss of college recommendation letters

CLINIC PROCEDURES / COVID 19 Procedures

The Clinic is located in the Main Office. Its purpose is to provide temporary first aid for minor injuries and illness. If you need to go to the clinic, you must get a pass from your teacher. If you become ill during the school day, do not stay in the restroom or you will be considered unexcused. If your condition is so severe that you are unable to make it to the clinic, notify a teacher or have someone get help.

LEAVING DURING THE DAY/CLINIC

Students needing medication (Advil, Tylenol, cold medicine, etc.) during the day must report to the Clinic and sign in. Parents will be notified to either:

1. Bring the medication to the student at school or give permission for the student to go home.
2. Any student leaving the building **due to illness should not return to school that day.**

COVID Procedures:

ACH guidelines recommend for student immediate medical isolation in preparation for school exclusion (Student dismissal from school within 60 minutes):

Students entering the clinic will be screened for symptoms of COVID 19 including: fever (100 degrees or higher), cough, shortness of breath, chills, fatigue, muscle pain, headache, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea, congestion or runny nose. Any one of these symptoms alone or in combination puts students at greater risk for COVID-19 infection necessitating immediate medical isolation and student dismissal from school.

The district is following the Summit County Public Health guidelines for returning to school following symptoms of COVID-19 or a positive COVID-19 test result. Those guidelines will be communicated by the school nurse should a student show signs of COVID at school, and they can be accessed with the following link: <https://www.scph.org/sites/default/files/editor/Coronavirus/Decision%20Tree%20for%20People%20COVID-19%20Symptoms.pdf>

COMMONS AND FLEX PASS PRIVILEGES

For the 2020-2021 school year, because of COVID-19, the Flexible Attendance Pass (Flex Pass) “privilege” will be offered to 10th, 11th, and 12th grade students. A Flex Pass allows students to leave during their nonacademic, study hall time, not lunch. To be considered for a Flex Pass, students must have parent permission by signing this Final Form and have ALL Final Forms completed by student and parent. **By granting permission, students and parents are agreeing that the student will leave the building during their Flex Pass time; therefore, students must have transportation to / from school.**

Once earned, a Flex Pass allows students to leave during the designated period(s) all week! Applications and privileges will be reviewed on a quarterly basis. The previous quarter dictates privileges for the upcoming quarter. **Please note: The Flex Pass can be revoked by a student’s parent or principal for poor grades, discipline, or other concerns. Parents must communicate with their student’s principal if they are taking the pass away.** In addition Flex Pass privileges may be suspended for repeated parking violations.

DANCE RULES

Student dances have become a very popular extracurricular activity at Hudson High School. The dances are also an integral, yet enjoyable fund-raising activity for the sponsoring school organizations, and they also provide students with an excellent opportunity to meet socially.

In an effort to make these dances a positive experience for all students, the following guidelines will be communicated:

1. Dancing while on someone’s shoulders is prohibited. Additionally, “moshing,” “break dancing,” and similar styles of dancing which encourage pushing, throwing, etc. others are not permissible.
2. **Sexually suggestive styles of dancing or “grinding” are also prohibited. The “rule of verticality” should be the guide! Out of respect for both dance partners and people around you, dancing back-to-front is prohibited.** Chaperones will determine if the style of dancing is appropriate; if it is not, the students will be given a warning. If the students continue such style, they will be asked to leave the dance.
3. All school rules are in effect, whether the dance is on school property or not.
4. Once a student leaves the dance he/she is not allowed to return. No money will be refunded.
5. Students are expected to follow the directives from chaperones, security officers, and other school personnel.
6. Students’ behavior should be such as not to endanger or trouble other students.
7. Attendees shall be in 9th-grade or higher.
8. Students should come with the expectation of being checked with a breathalyzer upon entrance to the function.

Those who don’t adhere to these expectations or who violate the Code of Conduct will be removed from the dance (without refund) and may be subject to further disciplinary action. All students should provide school identification upon request. Guests from outside our high school (students from other high schools) must be approved in advance by completing and submitting the appropriate Dance Affidavit form which can be attained in the main office. Additionally, guests who have graduated may only be one year removed from high school and no more than 20 years of age.

DANCE ATTIRE:

Minimal standards of dress for dances must comply with the school dress code. Fall and Winter Homecoming attire for students and their guests is shirt and tie for young men and dress or dress slacks for young ladies. Jeans and tennis shoes are prohibited, unless recommended by the school given the use of the gym floor. Formal wear is worn to Prom. Any deviation from these standards must be approved by the administration.

DRESS CODE GUIDELINES

Refer to Board Policy: 5511

Adopted 8/01/09

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Clothing is prohibited that bears statements, slogans, images, illustrations, or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests, or promotes violence against an individual or group of individuals because of their gender, color, race, religion, disability, or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes, or depicts alcoholic beverages, tobacco products, or illegal drugs.

Please note: The following are meant to be guidelines of appropriate dress for school and to contribute to the positive atmosphere at our school. They are not intended to be comprehensive. When considering clothing for school, think about whether it is something you would wear to work, at a restaurant, retail store, or doctor's office. The final decision about any dress code violation will rest with the building principals.

The HHS student handbook outlines the Dress Code Policy as follows:

Allowable Dress

- School dress should be similar to what would be appropriate for an informal workplace or place of business.
- Shorts or skirts should be an appropriate length.
- Clothing must cover undergarments and private areas.
- Clothing covering undergarments and private areas must be opaque.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist. Specialized courses may

- require specialized attire, such as sports uniforms or safety gear.
- Special permission must be granted by Administration for hats, bandannas, etc. to be worn during the school day.

Non-Allowable Dress

- Clothing and accessories should not advertise or suggest drugs, alcohol, tobacco, illegal substances, weapons, violence, profanity, hate speech, or obscenities.
- Hats, hoods, bandannas, and all other head coverings should not be worn in the building during the school day due to school safety concerns. Head coverings are permitted for religious purposes.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for this violation will be consistent with discipline policies for similar violations.

What will happen if I am sent to the office?

- Students sent to the office for a dress code violation will first be asked if they have something else to put on. The next alternative will be to call a parent to bring a change of clothes from home.
- Our goal is to return students to the learning environment as quickly as possible, but students will not be permitted to return to class until clothing is changed.
- A student may be sent to In-School Restriction while waiting for a parent to arrive or if they refuse to change clothes. Repeat offenders may warrant additional disciplinary consequences. Final interpretations of appropriate dress and grooming reside with the building principal and/or his/her designees.

ELECTRONIC, PERSONAL COMMUNICATION DEVICES

Refer to Board Policy: 5136

Last Revised 6/29/2020

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), smart watches or other "wearables", telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

Students may use PCDs before and after school, during their lunch break (HS Only), in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), and at school-related functions.

PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the Principal.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this

provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement. A student's PCD will be returned if, at the conclusion of the investigation, it is found that the student has not violated this provision.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in, gymnasiums, locker rooms, shower facilities, rest/bathrooms and/or swimming pool.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law

enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal.

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

EMERGENCY PROCEDURES & SCHOOL CLOSING

FIRE DRILLS, TORNADO DRILLS, AND EMERGENCY SCHOOL CLOSING

Instructions and directions for fire and tornado drills are posted in each room of the building. Students should be aware that setting off false fire alarms or tampering with extinguishers is considered a serious offense. **School closing due to inclement weather or other emergencies will be announced on the district website and a recorded message will be sent home. Local network television stations also have the information. DO NOT CALL THE SCHOOL.**

EXPLORER PERIOD

For the 2020-2021 school year Explorer Period, which is a time for students to seek remediation, make up work, and meet with teachers, will be offered in-person and remotely on different days according to the schedule HHS is following (All-In, Hybrid, or Remote).

All-In and Remote: Explorer period is offered 8-9:30am Monday and Friday

Hybrid: Explorer period is offered 8-9:30am Thursday

In conjunction with in-person Explorer Period, this time is allocated for staff office hours to assist students remotely should the need arise. This should be coordinated with the teacher and can be conducted via zoom conferencing.

Explorer Period expectations:

- Students are to pick a location and stay there. If a student is not assigned to a teacher, he/she can go to the Commons, Media Center, or Main Gym. Students are not to be wandering the halls.
- Students who are assigned to a teacher during Explorer Period and do not attend may be assigned a Wednesday AM detention.

EXTRACURRICULAR ACTIVITIES

Refer to Board Policy 5610.05

Adopted 8/1/09 Revised 9/8/14

PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals, and Athletic Director(s) to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations found in final forms.

This policy shall be posted in a central location in each school building and will be available to students upon request.

EXTRACURRICULAR TOBACCO, ALCOHOL AND OTHER DRUG USE

The philosophy of the Hudson City Schools Extracurricular Code is to integrate the Hudson City School Student Assistance Program with the expected standards of all extracurricular programs. The District recognizes that extracurricular participation is an elective privilege and that participants are held to higher standards both academically and behaviorally to maintain eligibility to participate. This code was designed by students, administrators, coaches, advisors and parents to provide a behavioral and disciplinary framework of action for students, administrators, coaches, advisors and parents and to provide a deterrent to any use of tobacco, alcohol or other drugs.

The District recognizes the research stating that use of tobacco, alcohol and other drugs is detrimental to performance in athletics and other performance-related activities and that use impairs rational thinking abilities and other physical and emotional functions. The District also recognizes that any student, coach or advisor representing the Hudson City Schools inside or outside of the community is a role model to others.

This policy prohibits the possession, transmission, concealment, consumption, showing (including presence on the breath, use or offer for sale) alcoholic beverages, illegal drugs, unprescribed drugs, prescription drugs being used outside of directed expectations or by another person, look-alike drugs or mind-altering substances while on or off school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in motor vehicles. (Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products or drug paraphernalia). This policy also prohibits a student from being in the presence of students who possess, transmit, conceal, consume, show evidence of having consumed the items listed in this policy. If a student discovers that they are in the presence of other students who are in violation of this Policy, they are to remove themselves from the situation immediately.

The prohibitions contained in this policy apply to students who are currently participating in any type of extracurricular activity, both athletic and non-athletic, or who participated in any extracurricular activity offered by the Hudson City School District. Students are covered by this policy starting the first day the student participates in any part of an extracurricular activity. The coach or activity advisor determines the first day of the beginning of an extracurricular activity and the last day of an extracurricular activity. For the purposes of interscholastic athletic participation, the start and end dates will coincide with the annual published dates as set forth by the Ohio High School Athletic Association (OHSAA). Consequently, the prohibitions in this policy will typically be in effect from August 1st through June 10th. The only exceptions to this policy pertain to school sponsored activities scheduled between June 10th and August 1st. School sponsored activities during this time frame are also subject to the policy prohibitions.

Prior to a student being disciplined, the student is entitled to a meeting with the Athletic Director/designee.

If it is determined that a student has violated this policy, and the student is currently participating in an extracurricular activity, discipline will be imposed as soon as the determination is made that a violation has occurred. (NOTE: For athletic extracurricular activities, all penalties are percentages of total regular season games and/or events. Suspensions shall carry into playoffs and/or other post-season tournaments, games or events and count towards the total number of suspended games. In addition, any student formally charged with any felony offense will be immediately removed from participation in extracurricular activities until the case has been completely adjudicated.) The discipline can be carried over in to the next extracurricular activity in which the student participates. If the extracurricular activity or activities have already ended for the school year, any penalty will be imposed starting with the next athletic or non-athletic extracurricular activity in which the student participates.

Student-athletes who are confirmed to be in violation of the Athletic Code of Conduct will not be permitted to serve the required suspensions by participating in a sport in which they have not previously participated.

Required suspensions resulting from violation of the Athletic Code of Conduct may only be served in sports involving documented participation history by the student athlete.

Example:

Student-athlete has played football, wrestled, and run track since middle school. As a sophomore, student-athlete is found to be in violation of the Athletic Code of Conduct during the fall season. Student-athlete decides to go out for the bowling team, serve the suspension during bowling season, and then go out for track in the spring. This would not be permitted.

If a student is involved in more than one extracurricular activity at the time the discipline is imposed, the discipline will be applied to all of the student's extracurricular activities. The penalty applied to non-athletic activities will be effective immediately.

All offenses are cumulative; each violation is considered an offense.

The discipline administered for a violation is directly related to the number of the offense (first, second, third, etc.).

Within five (5) days of discipline notification, the student and/or the student's parent, guardian or custodian may appeal the discipline decision to the Principal/designee. An appeal must be made in writing to the Principal/designee. Discipline will be imposed unless otherwise notified, regardless of appeal. If an appeal is filed and a hearing is held, notice of the decision will be sent, in writing, by the Principal/designee to the student and/or the student's parent, guardian or custodian. **The appeal to the Principal/designee is the final step in the appeal process.**

Role of Students

Student/participants must recognize the fact that underage alcohol use, drug use and underage tobacco use are not only illegal, but also detrimental to one's health. Students participating in extracurricular activities recognize that they are role models and that their academic and behavioral standards are higher in order to maintain eligibility. Students commit to the non-use of tobacco, alcohol and other drugs for the following reasons: 1) to ensure strong role modeling messages; 2) to ensure continued participation in the activity; 3) to communicate respect and integrity for themselves, their parents, advisors and their health; 4) to maximize performance to benefit teammates, fellow organization members and the Hudson City Schools and; 5) to

pledge oneself to a healthy lifestyle. It is mandatory that the “Eligibility and Extracurricular Code Agreement” be signed by the student in order for the student to be eligible to participate.

Role of Coaches and Advisors

Coaches and advisors recognize that they are role models and that they are the second most integral component in communicating direct, positive messages about tobacco, alcohol and other drug-free participation in activities in what they say and do. Coaches and advisors, as employees of the Hudson City Schools, will adhere to all expectations and possible consequences and follow through with recognition of a violation, confrontation of a violation and consequences of a violation no matter how detrimental it would be to team or organization activity and/or success. In addition, all coaches and advisors will commit to devoting a minimum of 5-10 minutes weekly during their activity time to directly addressing the issue of making healthy choices with their participants.

Role of Parents/Guardian/Custodian

Parents recognize that extracurricular participation is an elective privilege and that they are the primary role models and the most integral component in communicating direct, positive messages about tobacco, alcohol and other drug-free participation in activities in what they say and do. Parents recognize that they will support alcohol-free, tobacco-free, and drug-free participation by their students and they will consistently follow through with consequences for not adhering to these expectations and this policy. Parents recognize that the health, well-being and educational success of their students always are more important than any participation in extracurricular activities. **It is mandatory that the “Eligibility and Extracurricular Code Agreement” be signed by a parent/guardian/custodian in order for the student to be eligible to participate.**

Role of the Administration

The administration recognizes that student use of tobacco, alcohol and other drugs is dangerous, harmful, and unlawful. The administration recognizes that they are role models and another integral component in communicating direct, positive messages about tobacco-free, alcohol-free and drug-free participation in activities in what they say and do.

1st Offense:

Immediate suspension from up to thirty-three percent (33%) consecutive regular or post-season games, performances or organization functions. In addition to suspension from participation, the student athlete/family must attend Saturday Family Workshop or complete the formal assessment process. Prior to formal reinstatement to contest participation, the student athlete must continue to follow the recommendations as set forth by the assigned case manager from the Student Assistance Team.

1st Offense: Special Situation, Self-Referral:

Student athletes who come forward voluntarily, prior to any violation or discovery, will have the opportunity to reduce their athletic suspension to ten percent (10%) contingent upon successful completion of Saturday Family Workshop or a formal assessment, and the specific guidelines set forth by the Student Assistance Team.

2nd Offense:

Immediate suspension from one (1) year of the consecutive regular or post season games, performances or organization functions.

Subsequent Offenses:

Immediate suspension from participation in all extracurricular activities for the remainder of high school career. Consideration for future participation in extracurricular activities will be evaluated on an individual basis contingent upon documentation of rehabilitation.

A. EXTRACURRICULAR PROGRAMS:

Participation in extracurricular programs is an important aspect of a student's total education. Student government, clubs, performing groups, service organizations, athletics and other types of competition groups give students an opportunity to succeed in areas where they have special interest or talent. We are proud of the many activities offered to our students and encourage their participation. The following are representative of, but not exclusive to, the extracurricular activities and clubs offered to the members of our student body:

Academic Challenge	Jazz Ensemble
AIMS (Academically Involved Mentoring for Science)	Junior Leadership Hudson
ASL (American Sign Language) Club	Key Club
Autism Awareness Club	Knitting Club
Archaeology Club	Latin Club
Asian Awareness Club	The Log (Yearbook)
Badminton	MakerSpace
Band/ Band Dancer	Math Team
Book Club	Mock Trial
The Literary Compass (Art / Literature Publication)	Model UN
Business Club	Mu Alpha Theta
Chess Club	National Art Honor Society (NAHS)
Choir, Swing Chorus	National Chinese Honor Society
Coffee Club	National Honor Society
Community First Advisory	Orchestra
Cube Club	Our Time to Shine
Desi Club	Pen Ohio
Drama/ Thespians	Ping Pong Club
Drug Free Club of America	Project Support
The Explorer (Newspaper)	Relay for Life Club
FCCLA	Science Club / Science Olympiad
Sewing Club	Science Fair
Fellowship of Christian Athletes	Ski Club
Feminist Forum	Sociedad Honoraria Hispanica
French Club	Societe Honoraria de Francais
German Club	Spanish Club
German National Honor Society	Sparkle Cheerleaders
Grill Club	Speech and Debate
GSA	Stress Less
History Club	Student Advisory Council
HUDDLE	Student Government
International Club	Sweet Sensations Cafe
Irish Club	TEAMS
Israeli Culture Club	Video Production Club
Italian Awareness Club	Ultimate Frisbee Club
Leadership Conference Planning Committee	Video Game Club
	Weight Room
	Writing Clu

B. ATHLETICS:

Each student has the opportunity to participate on competing athletic teams. Hudson is a member of the O.H.S.A.A. and belongs to the Northeast Ohio Conference. We have 15 sports for boys and girls. Check the list for seasonal offerings. Interested students may obtain information from the Athletic Director or any coach. Students must be in attendance at school at least one-half of the day (11:00 AM) in order to participate in an athletic practice or contest.

Eligibility for each grading period is determined by grades received during the **preceding** grading period. Semester and yearly grades have no effect on eligibility. **To be eligible, students must be passing (D- or higher) five (5) one credit classes (Physical Education classes do not count toward eligibility.) AND have a GPA of 1.2. Students who have a GPA of 1.2 through 2.0, or who have an “F” in any class, are required to attend two study tables per week to maintain eligibility.**

Student athletes must be passing five (5) credits to participate. Students should consider this requirement before dropping ANY class as it may impact eligibility negatively.

Middle School athletes must pass 75% of all course work per grading period. This requirement is carried over to their freshman year in high school.

Boys Sports

Baseball
Basketball
Bowling
Cross Country
Football
Golf
Ice Hockey
Lacrosse
Rugby
Soccer
Swimming
Tennis
Track
Wrestling
Volleyball

Girls Sports

Basketball
Bowling
Cheerleading
Cross Country
Field Hockey
Golf
Gymnastics
Lacrosse
Rugby
Soccer
Softball
Swimming
Tennis
Track
Volleyball

GRADUATION REQUIREMENTS

Refer to Board Policy 5460

Revised: 9/10/20

In order to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by State law and this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. In addition to earning course credits, each student must fulfill the requirements of one (1) graduation pathway that has been approved by the State. Ohio law provides two (2) additional options to earn a high school diploma for students in the Class of 2020.

Course Credits Required for Graduation

The requirements for graduation from high school include earning twenty-one (21) units of credit in grades nine (9) through twelve (12) as established in State law and this Board and fulfilling the requirements of one (1) graduation pathway that has been approved by the State. To graduate, students must earn twenty-one (21) units of credit in grades nine (9) through twelve (12) as follows:

Class of 2014 and Beyond

Subject	Units Required
English Language Arts	Minimum of four (4) credits (1/2 Literature senior year)
Health	Minimum of one-half (1/2) credit
Physical Education	Minimum of one-half (1/2) credit (PE 9 required, plus one (1) more PE elective.)
Mathematics	Minimum of four (4) credits (must include one (1) unit of algebra II or equivalent of algebra II or one (1) unit of advanced computer science. Parents must sign a written statement acknowledging that not taking algebra II might negatively impact college admissions decisions before a student may substitute advanced computer science for algebra

II. Students who are enrolled in a career technical program may complete a career-based pathway math course as an alternative to algebra II or advanced computer science.)

Science

Minimum of three (3) credits (Must include one (1) Life Science, one (1) Physical Science and one (1) unit advanced study in one (1) or more of the following: Chemistry, Physics or other physical science; advanced biology or other life science; physical geology or other earth or space science, computer science.)

Social Studies

(Minimum of two (2) credits) (for students entering ninth grade after July 1, 2017, must include at least one-half (1/2) unit in world history and civilizations)

History and Government

Minimum of one (1) credit (must include one-half (1/2) unit of American history, one-half (1/2) unit of American government)

Visual/Performing/Applied Arts

One (1) credit (All students must complete at least two (2) semesters of fine arts taken any time in grades seven (7) through twelve (12).)

Computer Science

One-half (1/2) credit

Additional Courses

Minimum of five (5) credits (Combination of five (5) units of electives from World language, Fine Arts, Business and Computer Science, Computer Coding, Technology and/or Career Technical.

Economics and Financial Literacy*

All students must receive instruction in economics and financial literacy during grades nine (9) through twelve (12).

*HHS presents several options to integrate the economics/financial literacy requirement of the Ohio Core: Business Essentials or Integrated Computer Applications (Business & Computer Science Dept.), Transitions or Independent Living (Family & Consumer Sciences Dept.), Economics or a test-out option through the US Government (Social Studies Dept.).

Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during grades nine (9) through twelve (12), unless the student is exempted from such training due to disability or by written request of the parent.

Students who achieve an industry credential or license that requires an examination shall not be required to take additional technical assessments. If the student does not participate in licensure or license examination, the student shall take the applicable technical assessments. Students must attain specified scores on assessments as required to demonstrate workforce readiness on a nationally recognized job skills assessment in order to obtain a diploma.

Certain students are not required to take the college and career readiness assessments administered to all eleventh (11th) grade students:

- A. students who demonstrate they are remediation-free on the English, math, and reading nationally-recognized assessments prior to the administration of the college and career readiness assessments;
- B. students with significant cognitive disabilities who take an alternative assessment and students with intellectual disabilities in accordance with State guidance; and
- C. Limited English proficient students enrolled in United States schools for less than two (2) years for whom no appropriate accommodations are available.

Students may take the assessment even if they are not required to do so.

The Board shall affix the State of Ohio Seal of Biliteracy to the diplomas of students who achieve all the requirements in an eligible language as established by the Ohio Department of Education. A student may be required to pay a fee to demonstrate proficiency in a language, which may include the cost of a standardized test.

Physical Education Waiver

Students who have participated in interscholastic athletics, marching band, show choir, or cheerleading for at least two (2) full seasons as defined in the student handbook, while enrolled in grades nine (9) through twelve (12), and as documented by the Athletic Director, assistant principal, and/or guidance counselor, may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements.

Credit may be earned by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; or
- C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution.

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was both:

- A. taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school;
- B. designated by the Board as meeting the high school curriculum requirements.

State Graduation Requirements

The District will comply with State Board of Education requirements for graduation. Students shall earn required credits for graduation in the appropriate subject areas, and achieve one (1) of the pathways as summarized below (available pathways change and are specific to each graduating class):

Class of 2019 through Class of 2022

Students who have entered ninth grade before July 1, 2019, shall earn required credits for graduation in the appropriate subject areas, and achieve one (1) of three (3) pathways:

- A. earning a State Board of Education approved, industry-recognized credential or group of credentials and achieve the required score on a workforce readiness assessment selected by the State; or
- B. earning a cumulative score on subject-specific end of course exams equal to State Board requirements for the year of graduation; or
- C. earning remediation-free scores in English language arts and math on a nationally recognized college admission exam such as ACT or SAT.

Students in the graduating classes of 2019 and 2020 may be eligible for graduation by completing two (2) additional alternative pathways.

- A. Academic Pathway. Take all end-of-course examinations and retake examinations in English Language Arts or Math at least once if the student received a score lower than a three (3), plus meet at least two (2) of the following conditions:
 - 1. attain an attendance rate of at least ninety-three percent (93%) during twelfth-grade year (not available for students who enter ninth grade after July 1, 2016)

2. take at least four (4) full-year or equivalent courses during twelfth grade and obtain a grade point average of 2.5 on a 4.0 scale during twelfth grade (students who entered ninth grade between July 1, 2016, and June 30, 2017, must obtain this GPA during eleventh grade as well)
3. complete a capstone project during twelfth grade in accordance with District administrative guidelines (capstone projects for students who entered ninth grade between July 1, 2016, and June 30, 2017, must comply with guidance to be developed by the State)
4. complete 120 hours of work in community service in accordance with District administrative guidelines (community service approved for students who entered ninth grade between July 1, 2016, and June 30, 2017, must comply with guidance to be developed by the State and be both approved and verified by the District)
5. earn three (3) or more transcribed credit hours under the College Credit Plus Program at any time during high school
6. pass an Advanced Placement or International Baccalaureate course and receive a score of three (3) or higher for an AP examination or four (4) or higher for an International Baccalaureate examination during high school
7. earn a level three (3) score for each of “reading for information,” “applied mathematics,” and “locating information” components of the job skills assessment selected by the State Board
8. obtain an industry-recognized credential or a group of credentials equal to at least three (3) total points
9. satisfy conditions required to receive an OhioMeans-Jobs-readiness seal

A. Career Technical Pathway

Take all end-of-course examinations; complete a career-technical training program approved by ODE that includes at least four (4) career-technical courses, and meet one (1) of the following conditions:

1. demonstrate successful workplace participation with 250 hours of workplace experience and evidence of regular, positive evaluations from the employee or supervisor and a representative of the School District
2. obtain an industry-recognized credential or group of credentials equal to at least twelve (12) points
3. attain a cumulative score of at least proficient on career-technical education assessments or test modules required for the program

Class of 2023 and Beyond

Students who enter ninth grade after July 1, 2019, must satisfy the following two (2) requirements:

A. Earn at least two (2) State diploma seals, one (1) of which must include:

1. Seal of Biliteracy;
2. OhioMeansJobs-readiness Seal; or
3. State Diploma Seal in one (1) of the following areas: Industry-Recognized Credential Seal; College-Ready seal; Military Enlistment Seal; Citizenship Seal; Science Seal; Honors Diploma Seal; Technology Seal.

The Board offers the following additional seal(s) in accordance with adopted administrative guidelines: Community Service Seal; Fine/Performing Arts Seal; Student Engagement Seal.

B. Attain a competency score on each of the Algebra I and English Language Arts II end-of-course examinations. Students who receive a proficient score on Algebra I or English Language Arts prior to entering high school will fulfill this requirement and will not be required to retake the exams. Students who fail to attain the competency score in either subject will be offered remedial support and will be required to retake the exam(s) at least once. A student who fails to achieve the competency score a second time may demonstrate competency in the failed subject area by completing one (1) of the following:

4. earn course credit through College Credit plus in that subject;
5. provide evidence of enlistment in a branch of the armed services of the United States; or
6. complete two (2) of the following options, with at least one (1) of the options being a foundational option:
 - a. **Foundational Options:** earning a score of proficient or higher on three (3) or more State technical assessments; obtaining an industry-recognized credential; completing a pre-apprenticeship or apprenticeship in a chosen career field; providing evidence of acceptance into an apprenticeship program after high school that is restricted to participants eighteen (18) years of age or older.
 - b. **Supporting Options:** completing 250 hours of a work-based learning experience with evidence of positive evaluations; obtaining an OhioMeansJobs-readiness seal; attaining a workforce readiness score selected by the State.

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any additional criteria the State Board may establish.

Participation in commencement exercises is a privilege and not a right. Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have otherwise been deemed eligible to participate in such exercises. A student may be denied participation in the ceremony of graduation when personal conduct so

warrants. However, no student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure.

The Superintendent shall establish whatever administrative guidelines are necessary to comply with State rules and regulations.

GUIDANCE SERVICES

The guidance counselors are student advocates. If students need help in any way, they should contact their counselor or meet with the counselor available for walk-ins. Students can arrange appointments with the Guidance Secretary. After hours appointments can be arranged with individual counselors. Counselors are available to assist with concerns regarding school or personal issues. They will also assist with college information, testing, scheduling, high school career programs, and individual career plans.

Counselor Alphabet Breakdown:

Mrs. Frammartino-Kotlyn	A-CO
Mrs. Haggerty	CP-G
Ms. Okey	H-LI
Mrs. Carmichael	LJ-PE
Mrs. Chadima	PF-SP
Mrs. Laudato	SQ-Z

I. COURSE REQUESTS / SCHEDULE CHANGES

Students and parents are urged to make careful course selections. Please pay close attention to teacher recommendations, pre-requisites, graduation and college requirements, and course fees.

Students are expected to complete classes in which they are enrolled. After the first week, students may drop a course during first quarter with parent permission as long as the student has five scheduled periods after the drop. Students may not drop one course and add another. Minimum Load: Students in grade 12 must be scheduled for 5 classes daily. Students in grades 9, 10, & 11 must be scheduled for a minimum of 6 classes daily.

Dropping A Course: Any course dropped before the end of the first nine weeks grading period with approval, will be dropped without penalty. After the first nine weeks of any course, no class may be dropped without administrative directive. Courses dropped after the first 9 weeks will be given a grade of W/D F (Withdraw / Fail).

Repeating a Course/Grade Replacement: Any course in which a student received a C+ or lower, the student may repeat the course and the new grade will replace the previous one, if a higher grade is earned.

II. PROMOTION BY CREDIT EARNED

Students will be assigned to homerooms based on the number of credits they have earned. Students will be promoted as follows:

Sophomore	5.0 credits as a freshman
Junior	10.5 credits through the sophomore year
Senior	16.0 credits through the junior year

III. GRADE INFORMATION

Grades are assigned by each teacher and are based on a student's daily assignments, written lesson, tests, and class participation. Grades will be given in letters, and the letters will appear on the report card every 9 weeks. The letter has a numerical equivalency for computing the student's total academic point average. The following letters are used in recording marks for reporting purposes. Also indicated are quality points (Q.P.) for college prep (C.P.), honors (H.), advance placement (A.P.), and college credit plus (CCP) courses.

NUMER. EQUIV.		C.P. Q.P. 1.00	H. Q.P. 1.00	A.P. Q.P. 1.00	(1/2) Cred.
A+	98-100	4.33	4.83	5.33	2.16
A	93 - 97	4.00	4.50	5.00	2.00
A-	90 - 92	3.67	4.17	4.67	1.835
B+	87 - 89	3.33	3.83	4.33	1.66
B	83 - 86	3.00	3.50	4.00	1.50
B-	80 - 82	2.67	3.17	3.67	1.335
C+	77 - 79	2.33	2.83	3.33	1.16
C	73 - 76	2.00	2.50	3.00	1.00
C-	70 - 72	1.67	2.17	2.67	0.835
D+	67 - 69	1.33	1.33	1.33	0.67
D	63 - 66	1.00	1.00	1.00	0.50
D-	60 - 62	0.67	0.67	0.67	0.335
F	Failing	0.00	0.00	0.00	0.00

NOTE: C.P. - Q.P. 1.00 = Full year regular course
H. A. - Q.P. 1.00 = Full year honor or accelerated course
A. P. - Q.P. 1.00 = Full year A.P. course

IV. HONOR ROLL

Students' names will be recognized quarterly, indicating honor (3.5 or better). This is accomplished by transforming the letter grade of the courses into cumulative points and then totaling the cumulative points. After totaling the cumulative points, divide the number of academic credits into the total for the point average.

V. HOME ACCESS CENTER

Students and Parents are encouraged to access Home Access Center online at www.hudson.k12.oh.us to follow academic progress as well as attendance.

VI. WORK PERMITS

Students seeking employment during the school year must have a work permit. Applications may be obtained in the Main office or Records office (B106). State law requires documentation of a physical examination by a doctor and a birth certificate.

VII. STUDENT RECORDS

Refers to board policy: 8330

Adopted 8/1/09 Revised 2/26/18

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and

B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 - 1. the parent or eligible student, upon request, receives a copy of the record; and
 - 2. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;
- C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- D. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- E. release de-identified records and information in accordance with Federal regulations;
- F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information. While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception. The District will verify that the authorized representative complies with FERPA regulations.

H. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year the District shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; parent or guardian name(s); parent email address; address; telephone number; date of birth; major field of study; participation in officially-recognized activities and sports; weight and height of athletic team members; dates of attendance; date of graduation; diploma, honors and awards received.

Each year the District shall provide public notice to students and their parents of the District's intent to use student photos or video to publicize classroom activities, school activities, special events and student honors and awards. The District uses a wide variety of media to share this information with the community.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information or student photos/video shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" or use of student photos/video upon written notification to the Board within fourteen (14) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the

city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal as soon as possible before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within forty-five (45) days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education.

SAFE AT HOME/ADDRESS CONFIDENTIALITY PROGRAM

If a parent (or adult student), presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. Since student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Board shall only list the address designated by the Secretary of State to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's designated address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.

Although the student's actual/confidential address will not be available for release as directory information, the parent (or adult student) may also request that the student's name and telephone number be withheld from any release of directory information. Additionally, if applicable, the student's parent's school, institution of higher education, business, or place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner.

If a non-custodial parent presents a subpoena or court order stating that s/he should be provided with copies or access to a student's records, the District will redact the student's confidential address and telephone number from the student's records before complying with the order or subpoena. The District will also notify the custodial/residential parent of the release of student records in accordance with the order or subpoena.

The intentional disclosure of student's actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution.

ENTERING & LEAVING THE BUILDING

ENTERING AND EXITING THE BUILDING

Students may not enter Hudson High School until 7:15 and must be in a supervised area (commons, teacher supervised classroom, etc.). Additionally, students entering the building during the school day must enter through attendance door E or the main office door A.

Hudson High School is a "closed campus," except for those students possessing a Flex Pass. Students possessing a flex pass must exit through attendance door E. Even students possessing a Flex Pass cannot leave campus during lunch unless their lunch is joined with a study hall. **You cannot leave the building for any reason without permission from the Attendance Office. This includes going to your car.** Any student leaving the building without this permission will be considered **unexcused**. Excuses received **after** a student has left the building **will not be accepted**. When you return to the building, you must check in at the Attendance Office and receive an admit slip. Permission or proper pass must be presented to leave the building. Leaving the building without permission could also result in loss of Parking Privileges.

After the school day has ended, students must either be in an adult supervised location, or at the door A or door E entrance waiting for transportation.

LOCKERS

A. STUDENT LOCKERS

Each student will be assigned a locker with a built-in lock in homeroom. You will keep this locker until you leave the high school. Lockers are school property and may be inspected. Decals or non-removable stickers may cause damage and are not permitted. Anyone decorating lockers must have prior administrative approval.

During sports and PE, please be sure to lock valuables in a locker. The school is not responsible for lost, damaged, or stolen items. Any theft should be reported to an administrator immediately.

B. BUILDING LOCKER SEARCH POLICY

The lockers supplied by the Board and used by the pupils are the property of the Hudson Board of Education. Locks are to prevent theft, not to prevent searches. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. Refer also to board policy 5771 and ORC 3313.20.

MESSAGES

We will do our best to see that you receive important messages. However, if you forget your lunch--check in the office during your scheduled lunch period. We cannot deliver lunches. If you forget anything else at home and call someone to bring it, you must pick it up in the office yourself.

PLEASE DO NOT HAVE PARENTS TEXT OR CALL YOU AT SCHOOL.

NUTRITION SERVICES

In the High School the dining area is located in the Commons. As participants in the National School Lunch Program, each lunch served must include five components: a protein source, bread, a vegetable, a fruit and eight ounces of milk. Choices of entrees are available each day, including both hot and cold selections. There are also a variety of vegetables, fruits and cold milks from which to choose. At the High School at least five components are offered each day, however your child may choose as little as three foods to complete a meal. Our schools also offer a variety of a la carte items for sale including portioned baked snacks, soft pretzels, bagels, juices, fresh baked cookies, chips, waters and alternate non-carbonated beverages ranging in prices from \$.50 and up. Lunch costs start at \$3.00. An additional entree can be purchased for \$2.45.

Students will have to have monies on account in order to purchase lunches and ala carte items. If a negative balance greater than \$5.00 is incurred, the student will be offered an alternate meal of a cheese sandwich, milk, and fruit and you will receive a reminder call from the E-connect system regarding your low account status. **No ala carte items can be purchased without available money on account.** We urge you to take full advantage of this system by placing money into your child's account per your discretion on a weekly, monthly, or annual basis. Monies deposited will be posted within 24 hours for purchasing. Should you ever want to access your child's account to verify his/her purchases you may sign up for www.myschoolaccount.com. This service allows for online payments, a 30-day view of purchases, as well as email balance notification.

Please remember, we will not be accepting money during the lunch lines to decrease the amount of time students wait in line and increase the amount of time they have to eat. Students must know their ID number and will be asked to provide it at the point of sale where a cashier can verify the student's account with a photo match for account security.

Please refer to our web page www.hudson.k12.oh.us under the Nutrition Services link, located on the left side of the page beneath the calendar/athletic tab, for our daily menu specials, ala carte offerings, online accounting services, and financial assistance application. You may contact the Nutrition Service Department with questions at 330.653.1203.

The vending machines are only available to students during their lunch period, before or after school.

PARENT CONTACT INFORMATION

Parents will be able to update their phone contacts within Home Access Center (HAC). It is important to review and update this information. To update our auto-call system for families to receive calls regarding important information which includes announcements and school closings [click here](#) to update Blackboard Connect.

PARENT DROP OFF/PICK UP

For safety reasons, please drop off students adjacent to the curb—not in an outside lane. From observations, traffic seems to flow better when folks use their turn signals. In the morning, vehicles entering the front of the building have a choice of either lane—and there's plenty of room to get over to the right once you're up by the front entrance. Again, drop students at the curb—too often, drivers are looking toward their drop-off instead of looking ahead as they pull out—and we want to avoid car- pedestrian accidents at

all costs.

As a general rule, please avoid using the front loop from 2:45 – 3:15 pm due to bus traffic congestion. Instead, parent pick-ups after school should make use of the canopy loop off of Stow Road. In addition, parents should NOT line up along the curb outside the senior lots as two-way traffic needs to be maintained at all times.

PARENTAL CONCERNS

Open, two way communication between the school and parents is vital. Parents are encouraged to contact the classroom teacher with initial concerns regarding school performance. If the concerns remain unresolved, contact the appropriate guidance counselor. Administrative intervention is the final step.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and material in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

PARKING PERMITS: RULES & REGULATIONS

1. **Parking permits are non-transferable.** Only a student who is registered and hangs an authorized permit on the rearview mirror will be permitted to park in the designated student lots. Any missed school time will be considered as unexcused. Stolen or lost parking permits must be replaced by purchasing a new permit for \$30.00.
2. Student cars are limited to student lots: Senior, Junior, and Baseball/overflow lots; avoid parking in grassy areas. Students who park in the faculty lot will have their parking privileges suspended. Students who park in the wrong student lots or unauthorized parking spots, will be issued a Wednesday PM detention. In addition, repeat offenders will lose their flex pass privileges if applicable. WE DO NOT GUARANTEE SPOTS IN THE PARKING LOTS, so if there are no spots in your designated lot, then you need to park in the overflow/baseball lot.
3. The speed limit on school district property is 15 m.p.h. Drive slowly and carefully. Speeding and/or reckless operation of a vehicle will result in disciplinary and/or police action.
4. Drivers are to park properly, one space per vehicle, between the designated lines. Drivers are not to park in handicapped spots without a State issued handicapped plaque displayed in their front window, fire lanes, visitor spots or areas that may obstruct delivery trucks or emergency vehicles, etc.
5. Students should park, lock their vehicles and go directly into the building—loitering in parking lot is prohibited.
6. Students are not permitted to smoke or engage in any disruptive behavior while in vehicles on school grounds.
7. During the school day, a student is not permitted to return to his/her car unless he/she has a pass from one of the administrators.
8. It becomes the student's responsibility to arrive to school on time. **The attendance office will not excuse students who arrive late due to a flat tire, engine trouble, or other transportation related excuses.** Students with poor attendance or excessive tardiness to school may have their parking privileges suspended or revoked.

9. Give buses the right-of-way. Use extreme caution around school buses.
10. Follow the proper traffic pattern. In the afternoon, after all buses have departed, students may leave by the drive that enters Hudson-Aurora Road.
11. Neither Hudson High School nor Hudson City School District will be responsible for any damage or loss incurred while student vehicles are parked in the student parking lots.
12. You are required to notify the main office of any vehicle description changes. Your pass should only be displayed in one of your registered vehicles.

You should understand the responsibility that accompanies having parking privileges. Any violation of the above conditions may result in the suspension, revocation or modification of parking privileges, possible towing of vehicle at owner's expense and/or office discipline if deemed necessary.

ROLLERBLADES/SKATEBOARDS/SELF-PROPELLED

Students are not permitted to use rollerblades, skateboards or other self-propelled vehicles in the school building or on school property during school hours. Students will be subject to disciplinary action if found to be in use of one.

SCHOOL-SPONSORED AFTER HOUR ACTIVITIES

Regular school rules are in effect during school sponsored activities, which occur outside the school day, on or off school property. Students are not permitted on school property after school hours unless participating in a school-sponsored activity.

STUDENT BUS TRANSPORTATION

Refer to Board Policy: 5610.04

Adopted 8/1/09

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Please refer to Board Policy 5610.04 on our Hudson City School District website (www.hudson.k12.oh.us) for the complete list of bus rules.

STUDENT CODE OF CONDUCT

Refer to Board Policy: 5500

Updated: 6/29/20

An instructional program for all students can only be effective when it is offered in a wholesome and orderly environment. The Board acknowledges that effective learning is closely associated with conduct and behavior of students.

Students in the Hudson City Schools are expected to:

- A. conform to reasonable standards of behavior;
- B. respect the rights, person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged; and
- D. acknowledge the authority of the staff of the Hudson City Schools and respond appropriately to that authority.

The items in this code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. The code is also applicable to misconduct by a student that occurs off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District and Misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of a District official or employee. This policy also applies to any student, whether or not the student is enrolled in the District, attending or otherwise participating in any curricular program provided in the school or provided on any other property owner or controlled by the Board.

Additionally, the provisions of this code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act adversely affects the operation of the schools.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, in school suspension, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

- A. Any act or seriously-threatened act of physical violence whereby the perpetrator causes, attempts to cause or threatens to cause physical harm to another;
- B. Any possession or use of a weapon including look-alike or counterfeit weapons;
- C. Any act of arson or attempted arson and related offenses;
- D. Any act of theft, deliberate destruction of property or participation in any activity at any time which results in damage to school property or to property of others on school property;

- E. Possession, sale use, concealment, transmission or consumption of intoxicating substances, or drugs, or counterfeit or look-alike drugs or intoxicating beverages, or attendance at school-sponsored activities while under the influence of such substances. This includes the prohibition of any Prescription drug or medication which is not possessed by the student in accordance with school policy governing the possession of prescription medication on school District grounds;
- F. Illegal occupation of school property;
- G. Chronic misconduct;
- H. Sexual activity;
- I. Harassment on the basis of race, sex, national origin, handicap, age, or ethnicity including verbal, physical, or mental harassment;
- J. Commission of any criminal act;
- K. Possession or use of tobacco products in the school building, school grounds, school property and at school functions;
- L. Truancy-chronic tardiness or absenteeism;
- M. Profane, indecent, obscene, abusive or vulgar language;
- N. Insubordination, including intentional interference with the teacher's conducting of the class;
- O. Failure to accept discipline or punishment or similar violations of discipline;
- P. Extortion - (infringing on personal rights);
- Q. False alarms;
- R. Possession or use of fireworks, explosives or other such instruments;
- S. Participation, active or passive, in any activity at any time which results in damage to school property or to property of others on school property, theft or school property or property of others;
- T. Assault, assault and battery or threat thereof;
- U. Participation, active or passive, in littering which requires the school to clean up debris, litter or other substances from school property;
- V. Aiding and abetting a violation of a student discipline code;
- W. Gambling;
- X. Disruption of school including the use of same to incite others toward acts of disruption;

- Y. Possession use or threatened use of weapons or other dangerous instruments or any object that might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons;
- Z. Violation of Federal or State statutes or rules;
- AA. Insubordination or disobedience of school personnel;
- BB. Fighting;
- CC. Cheating;
- DD. Plagiarism;
- EE. Hazing and intimidation;
- FF. Possession of a knife or firearm;
- GG. Immorality;
- HH. Violation of school policies pertaining to dress and appearance;
- II. Violation of policy prohibiting pocket pagers and other electronic communications devices;
- JJ. The acts or violations listed in the Board Policy governing permanent exclusion;
- KK. Any other form of behavior which is detrimental to a proper school activity or atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is assigned;
- LL. Other prohibited acts which may result in student discipline which appear in the student. Handbooks of buildings in the District and which have not been specifically stated in this policy are incorporated by reference into the code of student conduct for each building.

Any other acts prohibited by other Board policies but which are not specifically listed in this policy.

STUDENT DISCIPLINE

Refer to Board Policy: 5600

Adopted 8/1/09

The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

STUDENT EXPECTATIONS

The Board shall require each student of this District to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board when in the custody or control of the school, on school grounds or District premises, while at a school-sponsored event or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct/Student Discipline Code governs a student's conduct at all times, on or off school property, when the student's conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of Hudson Schools.

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.
- F. behave in a manner that focuses on academic success
- G. be responsible and accountable for following school rules

At the beginning of the school year or upon entering the District students and their families will be provided annually with this Code of Conduct. The information provided herein includes definitions of behavior infractions that if committed by students will be addressed by the Administration. This Code further includes activities for teaching and encouraging expected behaviors through positive reinforcement along with practices for providing interventions, supports and consequences for negative behavior.

Our vision is to address student behavior through instruction and guidance, working with families, and to utilize community supports and resources to assist our children in meeting District behavioral expectations.

In determining the appropriate response to a violation of any rule, the administration will consider the nature and severity of the infraction, and at the discretion of the Administration, establish the appropriate reinforcement strategy/strategies or discipline to help the student learn to take responsibility for his/her actions and to reduce the effects of harm which may be caused by the student's misconduct. Positive interventions and reinforcement strategies include:

- 1) Re-teaching behavioral expectations
- 2) Parent outreach
- 3) Loss of privileged
- 4) Behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors
- 5) Referral to school support services (i.e., school counselors)
- 6) Referral to peer mediation
- 7) Identify a mentor and establish a schedule of activities related to school performance
- 8) Student may elect method of apologizing or making amends to those harmed or offended
- 9) Provide a reflective activity
- 10) Short-term behavioral progress reports
- 11) Daily or weekly check-ins with an administrator for a specified period
- 12) Referral to community service (with parental consent)
- 13) Home/school communication system
- 14) Detention
- 15) In-school assignment time, during which schoolwork is completed
- 16) Time in an alternative assignment in lieu of suspension not to exceed ten (10) days

- 17) Suspension (with or without recommendation for expulsion)
- 18) Expulsion
- 19) File police report if the law is broken or involve local law enforcement to the extent practicable based upon unique circumstances
- 20) Restitution (or work with juvenile court to identify opportunities for restitution)

In addition to the above-stated reinforcement strategies and/or discipline, students may be prohibited by authorized school personnel from participating in all or part of co- curricular and/or extra-curricular activities without further notice, hearing or appeal rights. A student who has been disorderly on a school bus may be suspended from transportation services consistent with Board policy and the Student Code of Conduct/Student Discipline Code.

The Superintendent shall inform the Board periodically of the methods of discipline imposed by this District and the incidence of student misconduct in such degree of specificity as shall be required by the Board.

The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct/Student Discipline Code and, where required by law, to the student's due process right to notice, hearing, and appeal.

Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs who shall communicate all relevant information to the building administrator. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline. If a student becomes a serious discipline problem on a vehicle, the Superintendent and/or his/her designee may suspend the transportation privileges of the student providing such suspension conforms with due process. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 – Due Process Rights.

STUDENT VISITORS

Students will not be permitted to bring students from other schools to visit for the day. This applies to out-of-town guests, friends, relatives, and former students. Guidance will arrange visits for students transferring from another district. By law, any visitor must report to the main office upon entering the building. Unauthorized persons (including suspended or expelled students) will be told to leave and are subject to legal action.

SURVEILLANCE CAMERAS

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

TARDY POLICY

A. TARDY TO SCHOOL AND CLASS

Any student arriving at school after 8:00 AM must report to the Attendance Office, sign in, and obtain an admit slip before reporting to class. This will count as a tardy to class and will follow the below consequences.

Students have 5 minutes between classes and are expected to be in class on time. The consequences for chronic tardiness are as follows:

- 1st Tardy: Warning
- 2nd Tardy: Detention given by the teacher
- 3rd Tardy: Detention given by the teacher
- 4th Tardy: Referral to Unit Principal for Wednesday PM

Note: The tracking of tardy behavior and the accompanying consequences will reset at the start of each quarter.

TRANSPORTATION

There is a transportation handbook that refers to procedures, services, and contact numbers. If you have not received this handbook, please call Petermann at 330-653-3355.

USE OF MOTOR VEHICLES

Refer to Board Policy: 5515

Adopted 8/1/09

The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others – and an assumption of liability on the part of those students and their parent(s).

The Board shall not be responsible for motor vehicles which are lost, stolen, or damaged while on school property.

VANDALISM

Students may be assessed the cost of repairing or replacing anything damaged. Also, the school may prosecute students who participate in vandalism.

DISCIPLINARY PROCEDURES

I. ANTI-HARASSMENT

Refers to Board Policy: 5517

Adopted 8/1/09

Revised 5/10/21

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all

School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

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

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

Definitions

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

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

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

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

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

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

Bullying

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

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

Harassment

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

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

Sexual Harassment

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

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

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

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

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

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

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

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

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

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.]

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of

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

Disability Harassment

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

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Tom Barone
Director of Operations
2440 Hudson-Aurora Road
Hudson, OH 44236
330-653-1207
baronet@hudson.edu

Kelly Kempf
Director of Pupil Services
2400 Hudson-Aurora Road
Hudson, OH 44236
330-653- 1426
kempfk@hudson.edu

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks, on the district web site, and on each individual school's web site.

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

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

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a

specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Reports and Complaints of Harassing Conduct

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

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

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

Investigation and Complaint Procedure

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

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

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

Informal Complaint Procedure

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

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

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

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

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

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

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

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

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.

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

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer/designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

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

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

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

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

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

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

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

Simultaneously, the Compliance Officer will inform the Respondent that a formal complaint has been received.

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

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

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

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

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

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

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of the party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Treasurer/CFO.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) business days of this meeting. The decision of the Board will be final.

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

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

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

Privacy/Confidentiality

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

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

Sanctions and Monitoring

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

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

Retaliation

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

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

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

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

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

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

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

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

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

Education and Training

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

Retention of Investigatory Records and Materials

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

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

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

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

II. HAZING

Refer to Board Policy: 5516

Adopted 8/1/09

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the

misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

III. BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Refer to Board Policy: 5517.01

Adopted 8/1/09 Revised 4/28/14

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building 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/cyberbullying, 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 principal 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.

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 principal for review, investigation, and action.

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

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous

complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

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

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

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

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

Immunity

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

NOTIFICATION

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

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

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

EDUCATION AND TRAINING

In support of this policy, the Board promotes preventative educational measures to create greater awareness

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

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violation prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

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

IV. SUBSTANCE POLICIES

A. SMOKING/TOBACCO

Refer to Board Policy: 5512

Adopted 8/1/09 Revised 9/10/20

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second-hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students at all times on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, athletic facilities, and any school-related event.

Consequences for possession/use of tobacco (smoking, chewing, lighters or matches) include:

- **First Offense** - 5 days Out-of-School Suspension or 2 days In-School Restriction and satisfactory completion of a Tobacco/Vaping Intervention Program (VIP) or four hours of community service.
- **Second Offense** – 5 day Out-of-School Suspension.
- **Third and Subsequent Offenses** - 10 days Out-of-School Suspension and recommendation for expulsion.

Advertising/Promotion

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

B. ALCOHOL USE BY STUDENTS / STUDENT DRUG ABUSE

Refer to board policy: 5530

Adopted 8/1/09 Revised 1/4/10

Overview

No student shall possess, transmit, conceal, consume, show evidence of having consumed, including presence on breath, use or offer for sale any alcoholic beverages, illegal drugs, un-prescribed drugs, prescription drugs, or mind altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products or drug paraphernalia.

Students found in violation of this policy will be subject to disciplinary action as described below up to and possibly including expulsion and referral for prosecution. Students involved in school-sponsored and/or Board endorsed extracurricular activities are subject to the regulations outlined in Policy 5610.

Suspected Use

When a school employee suspects a student may be using alcohol or other drugs, teachers and staff members will be provided with specially prepared Behavioral Tracking Forms. These forms will be completed and returned to the Student Assistance Program Coordinator (SAPC) for review within five (5) days. The SAPC will call a meeting of the Referral Committee that will include at least one (1) staff member, administrator, and guidance counselor. The committee will review the Behavioral Tracking forms and make a recommendation for action that may include a no-use contract, Insight Class attendance,

Family Alcohol and Other Drug (AOD) Education program, referral for professional assessment, counseling or treatment.

The SAPC will schedule a meeting with the parent(s) or guardian(s) of the student in question, the student and at least one (1) member of the Referral Committee. All of the gathered information and the Committee recommendation will be shared with the student and family, the parent(s) and student will be informed that:

- A. monitoring of the student's progress and behaviors will continue;
- B. if it is found that the student is in violation of the policy statement, the provision listed under Use and Possession or Sales, Transmission or Distribution will be followed.

Use and Possession

The following action will be taken if the appropriate unit principal, administrator, or other authorized person should find that the student is in violation of the policy statement related to use and possession for the first time. A finding will be reached only upon the consideration of all of the circumstances, evidence of the incident, and in accordance with the law and Board Policy.

- A. The student may be suspended for ten (10) days in accordance with Board Policy 5610 and notified of a recommendation for expulsion.
- B. Use or possession of controlled substances will be reported to local law enforcement authorities for investigation and possible prosecution.
- C. Prior to any additional meeting with the student and their parent(s) or guardian(s), information will be obtained by the Student Assistance Team and all other possible sources to formulate the best possible alternative to suspension/expulsion.
- D. At the expulsion hearing, when appropriate, alternatives to expulsion may be presented. This may include a professional assessment, and follow through with the clinical recommendations of the assessment professional. Should the parent(s) or guardian(s) reject these alternatives, or the student fail to complete these alternatives within the time frame outlined, the expulsion recommendation will remain intact.
- E. Subsequent violations of the policy relating to use and possession may result in immediate suspension for ten (10) days with recommendation for expulsion, requirement to complete a professional assessment and follow-through with the clinical recommendations of the assessment professional.
- F. If a student with disabilities violates this policy, the Student Assistance Team will include representatives of the student's education team. The team will review the student's current educational program, the relationship between the student's behavior, and the disability and other relevant factors. In addition to reporting the student to local law enforcement authorities, the signing of a non-use contract by the student and parent(s) or guardian(s) the team will, if necessary, recommend appropriate educational programming in accordance with the law.

Sales, Transmission and/or Distribution

The following action will be taken if the appropriate unit principal, administrator or other authorized person should find that the student is in violation of the policy statement related to sales, transmission, or distribution for the first time. A finding will be reached only upon the consideration of all of the circumstances, evidence of the incident and in accordance with the law and Board Policy.

- A. The student may be immediately removed from school and notified of a recommendation for

expulsion in accordance with Board Policy.

- B. The incident will be immediately reported to local law enforcement authorities for investigation and possible prosecution.
- C. As a result of the violation(s), information will be obtained by the Student Assistance Team and other possible sources to formulate the best possible plan of intervention.
- D. When appropriate alternatives to expulsion may be presented at the expulsion hearing. This may include agreement for professional assessment, and follow through with the clinical recommendations of the assessment professional. Should the parent(s) or guardian(s) reject these alternatives, or the student fail to complete these alternatives within the time frame outlined, the expulsion recommendation will remain intact.
- E. Subsequent violations of the policy relating to use and possession and/or sales, transmission or distribution may result in immediate removal with recommendation for expulsion, immediate police notification and investigation, and requirement to complete a professional assessment and follow-through with the clinical recommendations of the assessment professional.
- F. If a student with disabilities violates this policy, the Student Assistance Team will include representatives of the student's education team. The team will review the student's current educational program, the relationship between the student's behavior and the disability and other relevant factors. In addition to reporting the student to local law enforcement authorities, and the signing of a no-use contract by the student and parent(s) or guardian(s), the team will, if necessary, recommend appropriate educational programming in accordance with the law.

Extended Absence for Hospitalization

A student who is absent from school due to hospitalization in a treatment center will be treated the same way as any student requiring hospitalization. This automatically provides an extension of excused days absent for the student, and credit will not be withheld on that basis. Dependent upon the length of treatment, the student, when s/he returns, will resume his/her previously scheduled classes. It would follow that, if treatment extends into the second or next semester, the new schedule will be followed. If a student has received an "incomplete" grade during hospitalization, appropriate time will be given in order for the student to make up the work.

If, prior to hospitalization, the student had not maintained a passing average in a quarter or semester course, advice of the counselor should be sought to determine alternatives including enabling the child to participate in the course. It is advisable that year-long credit courses be maintained for possible credit. In addition, credit will be granted for course work completed satisfactorily at the treatment center.

Guidance counselors will alert the teachers of the returning student to provide good communication and unified approach in dealing with make-up work.

Prevention and Education

The District will take a comprehensive, progressive, age-appropriate approach in the development of curricula and programs which promote positive life-skill development, low-risk health and impairment choices and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals, and objectives for prevention and education development will be consistent with the Ohio Department of Education recommendations. Additionally, opportunities for continued alcohol and other drug use prevention and intervention staff training and awareness training will be offered regularly in order to enhance the consistent implementation and success of this policy.

The Hudson City Schools Student Assistance Program

The Hudson City Schools employs a Student Assistance Program Coordinator. This position provides the District with assurance of policy development and implementations as well as comprehensive program planning and services to meet the concerns of students, staff, parents, and the community. The Student Assistance Program Coordinator office will maintain confidential behavior checklists, correspondence with counseling and treatment centers and Extracurricular Incident Reports. None of these records will be a part of the permanent academic record of the student. The Student Assistance Program Coordinator reports directly to the Director of Pupil Services and is responsible for District wide and community prevention, intervention and awareness strategies and programming.

Student and Parent Notification

At the beginning of each school year, the student code of conduct is published and reviewed with all students as a part of the orientation process. Compliance with these standards is mandatory and requires published parent notification each year in order to ensure parental support and compliance.

V. REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

Refer to Board Policy: 5610

Adopted 8/1/09 Revised 1/7/21

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

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In determining whether a student is to be suspended or expelled, District Administrators shall use a preponderance of evidence standard. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 "Suspension/Expulsion of Disabled Students.")

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

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

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 "Emergency

Removal")

- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

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

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

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension which shall be considered for full credit.

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

1. **Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent may expel a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent may expel a student from school for a period of one (1) year for possessing a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of

any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

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

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

2. Violent Conduct

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

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

and/or
- b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to the property as defined in R.C. 2901.01(A)(6) the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

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

- a. Applicable State or Federal laws and regulations relating to students with

disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

or

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

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

3. Bomb Threats and Other Threats of Violence

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

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

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;

or

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

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

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

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

expulsion.

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

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

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

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

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

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy 2271 under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.

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

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

VI. WEAPONS

Refer to Board Policy: 5772

Adopted 8/1/09

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy exceptions include:

- A. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation);
- B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to District personnel. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

VII. STUDENT DUE PROCESS

Refer to Board Policy: 5611

Adopted 8/1/09

Revised 10/22/18

The Board of Education recognizes that students waive certain constitutional rights, regarding their education.

Accordingly, the Board establishes the following procedures:

A. Student subject to suspension:

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

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

be represented at the appeal hearing. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension, such notice of appeal shall be filed, in writing, with the Treasurer of the Board within 14 calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

5. Notice of this suspension will also be sent to the:
 - a. Superintendent;
 - b. Student's school record (not for inclusion in the permanent record.)
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assist principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Superintendent. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing.

Notice of appeal must be filed, in writing, with the Treasurer of the Board within 14 calendar days after the date of the notice to suspend.

If a suspension appeal is filed and a hearing is held, then notice of the decision shall be sent by the Superintendent to the student's parent, guardian or custodian, and the Treasurer of the Board. If the suspension is upheld in any form, such written notice shall state that the decision of the Superintendent may be further appealed to the Board of Education by the student's parents, or guardian before appealing to the Court of Common Pleas. The decision of the Superintendent may also be directly appealed to the Court of Common Pleas pursuant to Ohio law. The notice should further state that an appeal to the Treasurer of the Board must be made in writing to the Treasurer of the Board of Education within fourteen (14) days of receiving the Superintendent's appeal decision.

B. Students subject to 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 set forth in the student code of conduct. The Superintendent may expel a student. Expulsion is the removal of a student from more than ten (10) days, but not more than one (1) year, unless the expulsion is extended in accordance with Ohio law. 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.

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

1. The Superintendent will give the student and the parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.

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

Appeal of Expulsion to the Board

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

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

Notice of appeal must be filed, in writing, within 14 calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board.

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

Appeal to the Court

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

C. Community Service

The Superintendent, at his/her discretion, may require a student to perform community (including the School District) services in conjunction with or in place of an expulsion or suspension. This may also extend beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year. This provision does not apply to students expelled or suspended for bringing a firearm to a school operated by the Board or onto property owned or controlled by the Board.

D. Students subject to emergency removal:

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

E. Students subject to permanent exclusion:

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

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

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

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

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

POLICIES

I. HEALTH SERVICES

Refer to Board Policy: 5310

Adopted 8/1/09

The Board of Education may require students of the District to submit to health examinations to:

- A. protect the school community from the spread of communicable disease;
- B. verify that the learning potential of each child is not lessened by a remediable physical disability.

The District may provide or request parents to provide:

- A. general physical examinations for athletics;
- B. dental examinations;
- C. tests for communicable disease;
- D. vision and/or audiometric screening;
- E. scoliosis tests.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

II. ADMINISTERING, USE OF MEDICATIONS TO STUDENTS

Refer to Board Policy: 5330

Adopted 1/26/09 Revised 9/24/18

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization. No narcotics shall be administered at school.

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1). Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the school clinic, and made available to the persons designated by this policy as authorized to administer medication or treatment within one day of school district receipt. No student is allowed to provide or sell any type of over-the-counter medication or prescription medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336. Parents, or students authorized in writing by a licensed health professional authorized to prescribe drugs, and parents, may administer medication or treatment, with the exception of diabetes care covered under Policy 5336. Parent-supplied nonprescription medications shall only be administered at the dosage indicated on the manufacturer's packaging for the child's age and/or weight. Any dosage greater than manufacturer recommended must be accompanied by Physician's Statement. (see Form 5330 F1)

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, or other emergency medication, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and

any school health staff assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

For students in grades 6-12 attending extracurricular/co-curricular overnight trips, parents will be required to complete a separate emergency authorization Form 2340 F3.

For grades 6-12 extracurricular/co-curricular overnight trips only, ibuprophen, Tylenol (Acetaminophen), Benadryl (OTC), Tums, Hydrocortisone Cream, Benadryl Cream, Antibiotic Cream, and Cough Drops will be supplied and stored by the appropriate middle or high school staff members (due to limited space availability on the trips). Form 2340 F4, requires a parent signature for the administration of specified nonprescription medications. This exception to policy will not apply to other prescription or nonprescription medications that may be needed during an extracurricular or co-curricular overnight trip. If other prescription or over-the-counter medications are needed by a student during an extracurricular or co-curricular overnight trip, additional sections of Form 2340 F4 must be completed and the appropriate signatures obtained.

With the exception of diabetes care covered under Policy 5336, only employees or contractors of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription and nonprescription drugs to students in school.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event.

With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

- A. administrator
- B. teacher
- C. school nurse or medical assistant
- D. building secretary
- E. aide
- F. others as designated by student's IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

With the exception of diabetes care covered under Policy 5336, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their

possession upon written authorization of their parent(s) or, such medication, upon being identified as aforementioned, may be stored in the health clinic office and administered in accord with this policy and policy 5336.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

III. EMERGENCY MEDICAL AUTHORIZATION

Refer to Board Policy: 5341

Adopted 8/1/09

Annually, before the first day of October, the Board of Education will distribute to parents or guardians of all students the Emergency Medical Authorization Form (Form 5341 F1). Thereafter, the Board shall, within thirty (30) days after the entry of any student for the first time into a public school in this State, provide the child's parent with a copy of the Emergency Medical Authorization Form.

When the Form is returned to the District with either Part I or Part II completed, the District shall keep the Form on file, and shall send the Form to any school to which the student is transferred. Upon request of the student's parent, the District may permit the parent to make changes in a previously filed Form, or to file a new Form.

In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form. If a parent refuses to grant consent for emergency medical treatment, the parent must indicate in the proper place on the Form (i.e., Part II) the procedure the parent wishes school authorities to follow in the event of a medical emergency involving his/her child.

Even if a parent grants consent for emergency medical treatment, when a student becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the building administrator(s) shall make reasonable attempts to contact the parent before treatment is given. The school representative shall present the student's Emergency Medical Authorization Form or a copy thereof to the hospital or practitioner rendering treatment.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines. Staff members shall not abide by any "Do Not Resuscitate" (DNR) order that may exist for a student, unless ordered to do so by a court of law. If a student has a DNR order in his/her educational records and/or DNR identification with him/her, school staff will, to the extent feasible, notify any responding Emergency Medical Services Personnel of the existence of the DNR identification/order.

III. SEARCH AND SEIZURE:

Refer to board policy: 5771

Adopted 8/1/09

Interrogations and Searches

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in

collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

IV. STUDENT EDUCATIONAL TECHNOLOGY RESPONSIBLE USE AND SAFETY

Refer to Board Policy: 7540.03

Adopted 8/1/09 Revised 6/29/20

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Educational Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Educational Technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Educational Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Educational Technology. Users have no right or expectation to privacy when using the Ed-Tech (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 and Internet).

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 its Educational Technology, 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, opens classrooms and students to electronic information resources that may not have 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 Educational Technology, 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 may temporarily or permanently unblock access to websites or online educational services 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 of minors are responsible for setting and conveying the standards that their children should follow when using 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", "harvesting", "digital piracy", etc.), 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.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

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 Educational Technology. 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 will be assigned a school email account that they are encouraged to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they may use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and have been approved by the Web Resource Committee.

Students and staff members are responsible for good behavior on the Board's computers/network, digital/online resources, including video conferencing tools, and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Students are not permitted to alter any operating systems or hardware on any District-owned device. 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 Educational Technology 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.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Educational Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Educational Technology.

V. POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION

Refer to Board Policy: 5630.01

Adopted 8/26/13

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, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

This Policy shall be made available to parents annually and shall be published on the District's website.

DEFINITIONS

Physical escort means the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

Physical restraint means the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does *not* include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does *not* include brief physical contact for the following or similar purposes to:

- A. break up a fight;
- B. knock a weapon away from a student's possession;
- C. calm or comfort;
- D. assist a student in completing a task/response if the student does not resist the contact; or
- E. prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

Positive Behavior Intervention and Supports ("PBIS") means a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

Seclusion means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

Positive Behavior Intervention and Supports ("PBIS") creates structure in the environment using a non-aversive effective behavioral system to improve academic and behavior outcomes for all students.

The PBIS prevention-oriented framework or approach shall apply to all students and staff, and in all settings.

PBIS shall include:

The Superintendent shall develop emergency procedures for the District.

- A. school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur;
- B. preventative assessments
- C. development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior

SECLUSION

If Student Personnel use seclusion, they must:

- A. continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- C. remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated;
- D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- E. complete all required reports and document their observations of the student.

Requirements for a room or area used for seclusion:

A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student.

A room or area used for seclusion *must not be locked* or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

Additional prohibited seclusion practices:

Seclusion shall never be used as a punishment or to force compliance.

Seclusion shall not be used:

- A. for the convenience of staff;
- B. as a substitute for an educational program;
- C. as a form of discipline or punishment;
- D. as a substitute for less restrictive alternatives;
- E. as a substitute for inadequate staffing;
- F. as a substitute for staff training in positive behavior supports and crisis prevention and intervention;
- G. as a means to coerce, retaliate, or in a manner that endangers a student; or
- H. if it deprives the student of basic needs.

Seclusion of preschool-age children is prohibited, except that a preschool-age child may be secluded from his or her classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

RESTRAINT

There are different types of restraint, as defined above, including physical restraint, prone restraint, mechanical restraint, and chemical restraint. The use of restraint other than physical restraint is prohibited.

If Student Personnel use physical restraint, they must:

- A. continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control;
- C. remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated;
- D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- E. complete all required reports and document their observations of the student.

Physical restraint shall not be used for punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control.

Prohibited Restraint Practices

The following restraint practices are prohibited under all circumstances, including emergency safety situations:

- A. prone restraint as defined in Executive Order 2009-13 (which defines prone restraint to mean "all items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face-down position for an extended period of time");

- B. physical restraint that restricts the airway of a student or obstructs the student's ability to breathe;
- C. physical restraint that impacts the student's primary mode of communication;
- D. restraint of preschool-age students, except for holding a child for a short period of time, such as in a protective hug, so that the child may regain control;
- E. restraint that deprives the student of basic needs;
- F. restraint that unduly risks serious harm or needless pain to the student
- G. mechanical restraint (that does not include devices used by trained Student Personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed); or
- H. chemical restraint (which does not include medication administered as prescribed by a licensed physician).

ADDITIONAL PROHIBITED PRACTICES

The following practices are prohibited under all circumstances, including emergency safety situations:

- A. corporal punishment;
- B. child endangerment as defined in Ohio Revised Code 2919.22; and
- C. aversive behavioral interventions.

FUNCTIONAL BEHAVIORAL ASSESSMENT AND BEHAVIOR INTERVENTION PLAN

If a student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, District personnel shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, District personnel shall also develop a behavior intervention plan that incorporates positive behavioral interventions.

TRAINING AND PROFESSIONAL DEVELOPMENT

The District shall provide training as follows:

- A. All Student Personnel, as defined in this Policy, shall be trained annually on the requirements of the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion; Ohio Administrative Code 3301-51-15; and this Policy.
- B. the Superintendent, in consultation with each school building's principal and/or assistant principal, shall identify which District employees should receive additional training so that an adequate number of personnel in each building are trained in crisis management and de-escalation techniques, including the use of restraint and seclusion. District employees who receive such additional training must keep their training current in accordance with the requirements of the provider of the training.
- C. The Superintendent shall develop a plan to provide training to school personnel, as defined in this Policy, so that Positive Behavior Intervention and Supports are implemented on a District-wide basis.

The District shall maintain written or electronic documentation on training provided and lists of participants in each training.

Only individuals trained in accordance with this Policy in the appropriate use of restraint and seclusion may use those techniques.

MONITORING AND COMPLAINT PROCEDURES

The Superintendent shall develop a monitoring procedure to ensure that this Policy is appropriately implemented.

Any parent of a child enrolled in school in the District may submit a written complaint to the Superintendent regarding an incident of restraint or seclusion. The Superintendent shall investigate each written complaint and respond in writing to the parent's complaint within thirty (30) days of receipt of the complaint.

REQUIRED DATA AND REPORTING

Each use of restraint or seclusion shall be:

- A. documented in writing;
- B. reported to the building administration immediately;
- C. reported to the parent immediately; and
- D. documented in a written report.

A copy of the written report shall be made available to the student's parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. A copy of the written report shall also be maintained in the student's file.

All written documentation of the use of restraint or seclusion are educational records pursuant to the Family Educational Right to Privacy Act ("FERPA"), and district personnel are prohibited from releasing any personally identifiable information to anyone other than the parent, in accordance with FERPA's requirements.

The Superintendent shall develop a process for the collection of data regarding the use of restraint and seclusion.

The Superintendent shall report information concerning the use of restraint and seclusion annually to the Ohio Department of Education as requested by that agency, and shall make the District's records concerning restraint and seclusion available to the staff of the Ohio Department of Education upon request.

* Adapted from the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion, adopted January 15, 2013.
Adopted 8/26/13

VI. STUDENT FEES, FINES, AND CHARGES

Refer to Board policy: 6152

Adopted 8/1/09

Revised 1/7/21

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

The Board will not charge a fee to a student who is eligible for a free or reduced lunch under the National School Lunch Act and the Child Nutrition Act of 1966 for any materials needed to enable the student to participate in a course of instruction. However, the Board may nonetheless charge a fee for materials needed for a student to participate in an extracurricular activities student enrichment program.

School fees shall be paid at the beginning of the school year or semester.

Fees

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

A. "School fees" include, but are not limited to, the following:

1. all charges for required workbooks and instructional materials
2. all charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment)
3. charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity
4. charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs
5. charges to participate in extra-curricular activities
6. charges for supplies required for a particular class or for gym uniforms
7. graduation fees
8. school records fees

B. "School fees" do not include:

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

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

Fines

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

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

A place such as the building safe or a locked file cabinet shall be designated in each building and shall be used for securing these monies until they are deposited with the Treasurer/CFO. At no time shall any staff member place public monies in his/her own banking accounts or commingle public monies with their own. Except in cases of extenuating circumstances, i.e., the inability to access the secure place in the building, public monies should not be taken to a person's place of residence.

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

For convenience to families, the Board of Education may enter into an agreement with one or more credit card/online payment processing vendors to facilitate online payment of fees, fines, and charges. Parents/guardians or students may elect but are not required to make payments online. Vendors will comply with all Board policies and procedures related to confidentiality and security of information transmitted electronically. Payees will be notified of any processing or other nominal fees that may be charged for use of an online payment system before the transaction is completed.

Annually the District will report to the Ohio Department of Education the number of students for whom it sent transcripts pursuant to R.C. 3313.642(D), and the total amount of unpaid fees lost due to compliance with that provision.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

VI. WAIVER OF SCHOOL FEES FOR INSTRUCTIONAL MATERIALS

Refer to Board policy: 6152.01

Adopted 8/1/09 Revised 1/7/21

The Hudson City School District may waive fees assessed by the District for instructional materials for students who demonstrate a serious financial need. The Superintendent may, as deemed necessary,

establish additional procedures to supplement the procedures established in this policy regarding the requests for the waiver of fees. This waiver does not include District fees associated with extra-curricular activities or student enrichment programs that are not part of a course of instruction.

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

Eligibility Standards

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

- A. Students who qualify for aide under Ohio Works First (R.C. 5107) or Disability Assistance (R.C. 5115).
- B. Students whose families have suffered very significant financial losses due to severe illness or injury in the family or unusual expenses including, but not limited to, fire, flood, or storm damage.
- C. Other good and just reasons as determined by the Superintendent.
- D. Students who qualify for free breakfast and/or lunch under the Ohio School Meals Program.

Students who qualify for free or reduced lunch after the start of the school year may request a partial refund that will be prorated based on the amount of the school year that remains.

- E. Students who qualify for reduced breakfast and/or lunch under the Ohio School Meals Program.

Notification to Parents

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

Procedures for Resolution of Disputes

- A. A parent(s) or guardian who cannot pay school fees may write a letter requesting a waiver of fees to the Superintendent. The letter must contain the following:
 - 1. name(s) of student(s)

2. name of parent(s) or guardian(s)
3. address of parent(s) or guardian(s)
4. phone number of parent(s) or guardian(s)
5. school where child(ren) attend(s)
6. reason for request for waiver of fees

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

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

Nondiscrimination

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