WAYNE TRACE ELEMENTARY SCHOOLS
GENERAL INFORMATION

Parents and guardians, thank you for reviewing the contents of this handbook with your child. We look forward to partnering with you to provide the best possible educational experience for your child. Using and understanding this handbook will help ensure everyone in our schools have a safe, productive and fulfilling school year.
This handbook is not an all-inclusive list of policies and procedures for our district/schools. If you have questions about a school matter, please contact your student's teacher or building administrator.

ACCIDENT PROTECTION POLICY

The Wayne Trace Board of Education authorizes the Superintendent to make accident insurance covering children available to parents at a nominal premium. Covering a child in the program is at the discretion of the parents. The insurance covers accidents that occur during school, on the way to and from school, and while attending school functions.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. *The School has tack strips throughout the building that may be used for posting notices after receiving permission.

ATTENDANCE

***The school administration has the right to determine whether an absence is excused or not.**

The State of Ohio (Ohio Revised Code 3321.01) states that all persons between the ages of six and eighteen must attend school. Since school attendance is vital to the academic success of each pupil, we believe that 100% attendance should be the goal of each student and his/her parents and/or guardians. The Missing Child Act requires that parents notify the school if their child will not be in attendance, and requires schools to notify parents if the child is not in school. In the event of an absence:
1. The parent or guardian is to call the school prior to 9:00 a.m. at 419-263-2512 Ext: 400 to report the absence.
2. Upon returning to school, the student must bring a signed excuse from parent/guardian, stating the reason for the absence. The note is to be taken to the school office between 8:45 and 9:00 a.m. Failure to do so may result in an Unexcused Absence.
3. A written parental excuse or verification (see descriptions) will be honored for up to five school days after the absence. Failure to submit a note within the five days may result in the absence being considered as unexcused or truancy. The legal guardian or parent, regardless of the student's age, must write all notes.
4. The following absences are for all students both in person and/or remotely;

Chronic Absences: (65 allowable hours yearly): "Chronically absent" means a student has missed at least ten percent of the total required school hours for the year, as defined in section 3313.48 of the Revised Code for the school the student attends. This includes all absences—excused, medical, unexcused, and out-of-school suspensions (although out-of-school suspensions do not count toward habitual truancy). (Under Ohio House Bill 96, once a student reaches this level of absence, the school will notify the student's parent(s) or guardian(s) after the absence that triggers the notice. At that time, the school may also take appropriate intervention actions as outlined herein.)

Excused Absence: (45 allowable hours yearly): Written parental excuse OR parent call required
a. Personal illness
b. Family emergency

c. Family Vacation (ask for the Vacation Request Form available in the office) Please note that vacation days count towards 65 hours yearly depending on chronic hours or habitual hours.

Unexcused Absence: May be considered truancy (see note below)
a. An absence for which there is no written parental excuse, or parental phone call or verification.
b. Any absence over 65 or more hours in a school year.
c. Tardies to school may be considered truancy if chronic or habitual.

Excluded Absence: Verification required.
a. Medical excuse (i.e. any medical appointment, illness for student, quarantine of the home). Must be verified by a medical note with date and time of appointment and/or length of time the student will be absent.
b. Required court or legal appearance (verified by court officer)
c. Funeral of immediate family member or close relative (verified by funeral card or letter from Funeral Director)
d. College visitations -- if proper procedures are followed; ask for Visitation Form in the office
e. Religious holiday (verified by note from parent or religious organization) In compliance with HB214, students can miss up to 3 days for religious expression but the parent must notify the school within (the first 14 days of the beginning of the school year) and which days they will be observing. For those days to be excluded, proper verification must be turned in within the first 5 school days upon returning to school.
f. Military interview/appointment (verified by a letter of attendance)

Habitual Truancy: A student is considered habitually truant if they have a high number of unexcused absences, defined by Ohio law.

- 30 or more consecutive hours, or
- 42 or more hours in one month, or
- 72 or more hours in one school year

WTHS Intervention Strategies:

Multi-Tiered Attendance Contact and Communication
Foundational Supports: Notification through Instant Alert System (Text, Call and Email) Students present and engaged to learn

Tier 1 Universal Prevention Notification through Instant Alert System (Text, Call and Email)
Mid-Point Absence Notification 30.0 – 32.5 hours

- Potential Referral to the Family Resource Center
- Referral for Guidance Counselor interaction
- Additional Resources and Services
- Continues communication with student and family

Tier 2 Early Intervention Notification through Instant Alert System (Text, Call and Email)
Pre-Warning Notification 50 – 52 hours

- Potential Referral to the Family Resource Center
- Referral for Guidance Counselor interaction
- Additional Resources and Services
- Continues communication with student and family

Tier 3 Intensive Intervention Notification through Instant Alert System (Text, Call and Email)
65 Chronic Hours Notification

- Chronic Plan of Success Meeting (If student has 30 or more Habitual Hours)
- The school will refer the student to the Family Resource Center when the student meets the criteria for referral.
- Additional Resources and Services
- Continues communication with student and family

Explanation of Attendance Support and Truancy
(In accordance with Ohio House Bill 96 and Ohio Revised Code 3321.191)
Understanding Attendance Terms
Chronic Absence: A student is considered **chronically absent** if they miss **10% or more of school time**, whether the absences are excused or unexcused.

Habitual Truancy: A student is considered **habitually truant** if they have a high number of **unexcused absences**, defined by Ohio law as:

- **30 or more consecutive hours, or**
- **42 or more hours in one month, or**
- **72 or more hours in one school year**

Helping Students Improve Attendance
If a student begins to miss too much school and is at risk of becoming chronically absent, the school may form an **Absence Intervention Team (AIT)** to help. This team works with the family to create a plan to improve attendance and includes:

- A school staff member who knows the student
- The parent/guardian (or designee)
- Other support staff, such as a counselor, psychologist, social worker, or community agency representative

Attendance Meeting Communication
(Ohio House Bill 96 & ORC 3321.191)

When attendance concerns arise, the school will make multiple efforts to involve families:

- The school will make at least three attempts (email, phone call, ect.) to contact the parent/guardian to schedule an attendance meeting
- An attendance meeting will be scheduled to discuss concerns and supports for improving attendance
- A support plan will be created
- Parents/guardians will continue to receive communication regarding attendance of student(s)
- If the student becomes habitually truant, the parent(s)/Guardian(s) will receive written notification
- Legal action may occur if attendance does not improve
- If there is no response after these attempts, the school may proceed with required actions under Ohio law

Habitual Truancy and School Response:
A student is considered **habitually truant** if they are of compulsory school age and have unexcused absences totaling:

- **30 or more consecutive school hours, or**
- **42 or more school hours in one month, or**
- **72 or more school hours in one school year**

When a student meets this criteria, WTHS will:

1. **Identify** the student as habitually truant based on attendance records.
2. **Notify the parent/guardian in writing**, explaining the attendance concerns and possible legal consequences.
3. **Implement interventions and monitor** the student's attendance.
4. **Pursue legal action if necessary**, including filing a complaint in juvenile court, as required by law.

The goal is to work with families to improve attendance and avoid legal action whenever possible.

<u>Additional Support</u>
In some cases, the school may:

- Ask parents/guardians to participate in a support or educational program
- Monitor the student's attendance over a period of time

The principal may also choose to involve the court in a supportive program instead of formal legal action. Our goal is to work together with families to support regular school attendance and student success.

Online Enrollment:
Students who are enrolling to a public or private online school are required by ORC to attend school until they officially become enrolled in the public or private online school. If a student does not attend school during this time all time missed will be considered unexcused.

Notification of Absence

If a student will be absent, the parents must notify the School at 419-263-2512 Ext: 400 by 9:00 am and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance. A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action. Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Homebound Instruction

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Principal.

Make-up of Tests and Other School Work

Students who are absent from school shall be given the opportunity to make-up missed work. The student should contact his/her teacher as soon as possible to obtain assignments. *The number of days for completion of make-up work will be equivalent to the number of excused days of absence. *If a student misses a teacher's test due to an absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the Principal to arrange for administration of the test at another time.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. If a student under the age of 18, has thirty (30) or more consecutive hours, for forty-two (42) or more hours in a month, or seventy-two (72) or more hours in one school year, s/he will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absences.

BICYCLES

Students are permitted to ride bikes to school with their parents' approval. The school will not be responsible for bikes damaged or stolen while on school property. We recommend that only students who live in the immediate vicinity ride bikes to school. Bicycles must remain parked during school hours.

CAFETERIA RULES

- Students are issued a lunch number, which they enter on a keypad after they get their lunch.

- Students are not permitted to purchase food for another student.
- Money may be applied to a student's lunch account through E-Z pay.
- When entering the cafeteria students are to get into the lunch line, purchase their meal and then find a seat.
- When students have finished eating, they will pick up their trash, throw it away, and then follow the directives of the cafeteria monitors.
- If a students' account goes into a negative balance, money must be put on the account in order to make the next purchase.
- All food purchased in the cafeteria must be consumed in the cafeteria. Students will not be permitted to drink anything but water during the school day. All other drinks should be consumed in the cafeteria. Students must eat their breakfast at home or in the cafeteria before school.
- Students that choose to pack their lunch, must also eat that food and drink in the cafeteria. No food or drink is to be brought from home and consumed anywhere but the cafeteria at any time, unless teachers give permission to consume food and drink in their classroom only, (not in common areas other than cafeteria).

Cell Phones

Cell Phones are prohibited inside of the classroom. Students are to place their phones in their locker upon arriving at school.

To support school environments in which students can fully engage with classmates, teachers, and instructional goals, the Board of Education of Wayne Trace Local Schools has determined the use of cell phones by students during the instructional day to be prohibited. Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a health concern with prior permission or a doctor's note on file.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Any change of address must be reported to the District at 419-263-2512 and changed in Oneview: https://waynetrace.esvportal.com/. Any home/cell phone number and/or parent work phone number change should also be reported immediately.

CHILD CUSTODY REGULATIONS

In cases of divorce/separation, a copy of the most recent and /or final agreement of the divorce decree/separation agreement that stipulates the custodial provisions must be provided to the school. Subsequent changes to the court order or decree must also be provided to school officials.

COMMUNICATION

The district and individual schools use a variety of tools and tactics to communicate with parents and the community. These tools include, but are not limited to:

Website: The primary source of District information is our website, www.waynetrace.org.
Parent notification system (emails, phone calls and texts): Wayne Trace Schools uses an e-communication and telephone service through Bright Arrow to contact large groups of households for special announcements and emergencies, such as calamity days. This system sends emails, phone calls, and text messages to the addresses and phone numbers parents have identified as their contact preferences in Bright Arrow.
Parents and Guardians are automatically enrolled as subscribers based on the contact information we have on file through Bright Arrow. For that reason, it is important for parents to ensure their contact information in Bright Arrow is correct. This can be done by contacting the school. These messages include, but are not limited to, information about snow/calamity days.
School information can also be accessed at the school's Facebook page at:
https://www.facebook.com/WTRaiders

CONCERNS/QUESTIONS
The district encourages parents to first work with their child's teachers to address concerns or resolve conflicts. If you have further concerns-after meeting with the teachers, contact the school's administration.

CONTROL OF BLOOD-BORNE PATHOGENS
The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.
Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:
Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or Paulding County Health Service. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.
The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or Paulding County Health Service.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.
The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Wayne Trace has a nit free lice policy. The hair must be free of all nits and bugs.
Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.
Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.
Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.
As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

DELIVERIES

We ask that parents do not have things delivered to students at school such as balloons, flowers, and food items. Flowers and balloons are not permitted on buses.

DIRECTORY INFORMATION

The district proposes to designate the following personally identifiable information contained in a student's education record as "directory information"; it discloses that information without prior

written consent, except that not even directory information is not released for a profit-making plan or activity. Such information includes:

1. student's name;
2. student's address;
3. telephone number(s);
4. student's date and place of birth;
5. major field of study
6. participation in officially recognized activities and sports;
7. student's height and weight, if a member of an athletic team;
8. dates of attendance ("from and to" dates of enrollment);
9. date of graduation; and
10. awards received;
11. Student's photo.

Parents may contact the school counselor's office to request that the school not release any of the above information about the student.
Senate Bill 26 requires Ohio Public Schools to release directory information on sophomores, juniors, and seniors to armed forces recruiters. However, a student's parent/guardian/custodian may submit a written request to the school district that the information not be released.
Please review Policy 8330 Student Records for more information on directory information and student records.

DISCIPLINE

It is important to remember that rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the board but that is connected to activities or incidents that have occurred on property owned or controlled by the board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Wayne Trace is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

TYPES OF DISCIPLINARY MEASURES

Listed below are the basic types of disciplinary action which may be used in conjunction with violations of the school conduct code. Please be advised that these disciplinary measures may be used in combination without constituting double jeopardy.

1. Issue verbal reprimand.
2. Issue written reprimand.
3. Restrict or remove privileges.
4. Assign detentions (before school, after school, during lunch times).
5. Advise parent by letter.
6. Advise parent by telephone.
7. Hold conference with parents and student.
8. Refer student to counselor.
9. Refer student to psychologist.
10. Remove student from class on emergency basis.
11. Teachers may assign detentions which they will monitor.
12. Assign Saturday School.
13. In-school detention (1-10 days).

14. Assign to Alternative School.
15. Out-of-school suspension (1-10 days).
16. Recommend expulsion to the superintendent.
17. Remove student from an activity or school organization.
18. Require restitution (in cases of stealing or property damage).
19. Notify police authorities.
20. Confiscate item.
21. Require student change unacceptable clothing.
22. Assign zero credit for a specific assignment or designated period of time.
23. Provide community service.

DEFINITION OF TERMS

LUNCH DETENTION: Student will spend lunch time in isolation studying; students will be allowed to eat lunch.

IN-SCHOOL ASSIGNMENT: The holding of a student in a specified limited area for the entire school day with the exception of necessary restroom privileges. An in-school detention may be from one to ten days in length. A student may do class assignments and receive credit for them during an in-school assignment.

The following rules apply to **( )** Detention **( )** In-School Assignment **( )** Saturday School:
( ) Students are required to have class assignments with them.
( ) Students are not to communicate with each other unless given permission to do so.
( ) Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
( ) Students may not be allowed to put their heads down or sleep.
( ) No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices may be allowed in the room.
( ) No food or beverages may be consumed.

OUT-OF-SCHOOL SUSPENSION: The removal from school attendance and all school activity privileges for a period of one to ten days. This absence is unexcused and students have to receive credit for doing their work. If the student's work earns a passing grade, the student cannot fail those assignments solely on the basis of being suspended from school.

EXPULSION: The removal from attending school and all school activity privileges for 80 consecutive school days at any public school in the county. School work may not be made up for credit during the time a student is expelled from school. High school credit is also denied for any college courses taken during the time of expulsion.

INFORMAL DISCIPLINE
Informal discipline that may take place includes:

( ) writing assignments;
( ) change of seating or location;
( ) pre-school, lunch-time, after-school detention;
( ) in-school discipline;
( ) Saturday school.

FORMAL DISCIPLINE
Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The superintendent may require/allow a student to perform community service in conjunction with or in place of an expulsion. The superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of school rules.

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

DUE PROCESS RIGHTS
Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.
As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

SUSPENSION FROM SCHOOL
When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the principal and/or assistant principal will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 3 days after receipt of the suspension notice, to the superintendent or treasurer of the board of education. The request for an appeal must be in writing.

During the appeal process,
( ) the student may not be allowed to remain in school.
( ) the student is allowed to remain in school unless safety is a factor.

If the appeal is heard by the board's designee, the appeal may be conducted in a private hearing. If the appeal is heard by the board of education, the appeal may be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

EMERGENCY REMOVAL
If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the superintendent, principal, or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or a designee and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension, or expulsion.

EXPULSION FROM SCHOOL
When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the superintendent or the superintendent's designee to challenge the reasons for the expulsion

and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the superintendent may 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 will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the board or its designee, and the right to request that the hearing be held in executive session.

Within 14 calendar days after the superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the board of education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the superintendent will notify any college in which the expelled student is enrolled under the postsecondary enrollment option at the time the expulsion is imposed.

PERMANENT EXCLUSION

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

A. conveying deadly weapons onto school property or to a school function;

B. possessing deadly weapons onto school property or at a school function;

C. carrying a concealed weapon onto school property or at a school function;

D. trafficking in drugs onto school property or at a school function;

E. murder, aggravated murder on school property or at a school function;
F. voluntary or involuntary manslaughter on school grounds or at a school function;

G. assault or aggravated assault on school property or at a school function;

H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;

I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed

suspension at an informal hearing. After that informal hearing, the principal or assistant principal will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

DISMISSAL PROCEDURES

Please notify your child's teacher about the daily routine your child should follow at dismissal time. If there is any change in a student's normal dismissal routine, a note stating the change must be written to the student's teacher; otherwise, students will be dismissed according to their regular routine.

It is extremely important for a handwritten note to be sent to school if a student has a change in their transportation to go home. If we do not have a note stating a specific change in the dismissal of the student, that particular student will be going home following their regular dismissal plan. All changes in regular dismissal plans must be received by the office prior to 2:00 pm.

Hand Written notice is required (but not limited to) the following situations:

- Students staying after school for clubs / classes / meetings AND must be received by the office prior to 9:00 am.
- Student getting picked up instead of riding bus
- Student being picked up by someone other than who normally would
- Students need to leave early for doctor's appointments, etc.
- Students have limited physical abilities due to illness/injury / medical problems and need to refrain from physical education class and recess.

DRESS AND APPEARANCE CODE

Dress and appearance must be appropriate for school and should not disrupt the learning environment. Colored hair that is not a natural color, such as blue, green, etc., tattoos, distracting jewelry, piercing, bare midriffs, spaghetti strap shirts, tank tops, and T-shirts with suggestive, drug-related, alcohol-related, or violent imprints are prohibited. Girls' skirts and dresses are to be of reasonable length. (Must be as long as their fingertips) Shorts, skirts, and split skirts are permitted; however, cut-off sweats, biker shorts, short-shorts, etc., are not. (Shorts are prohibited 2nd and 3rd Nine Weeks) Students may not wear hats, caps or bandannas inside the school building. The principal reserves the right to make judgment as to what is appropriate.

If disagreement occurs-administration makes a final decision.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided on the district's Oneview portal found at https://waynetrace.esvportal.com/.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request, phoning the office, or coming to the School Office personally to request the

release. Telephone calls for changes to regular dismissal arrangements must be received by the office no later than 2:00. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

Allowable exceptions include enrolling under the District's open enrollment policy and enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parents or legal guardian. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Guidance Counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-of-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will

not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- an updated copy of the student's transcript;
- a report of the student's behavior while in DYS custody;
- the student's current IEP, if one has been developed for the child; and
- a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

School officials and the Board of Education reserve the right to make final decisions regarding the dress code and may make changes in the dress and grooming of all students. Any class time missed because of dress code problems will be counted as unexcused absences. Repeated violations may result in disciplinary action that may include detentions (lunch, before, or after school), Saturday school, in-school assignment, suspension/expulsion from school.

ENTRANCE AND DISMISSAL PROCEDURES

Students may enter the building for breakfast at 8:30 am at Payne and 8:30 am at Grover Hill. On two hour delay days, students may enter the building at 10:40 am. Breakfast is not served on two hour delay days. Wayne Trace Local Schools provides delay and cancellation updates at Option 5 at any Wayne Trace telephone number. Students will be dismissed at 3:30 pm each afternoon.

EQUAL OPPORTUNITY

Wayne Trace Schools believe in the worth of every individual. We pledge to provide equal opportunity for students regardless of sex, race, or national origin. Students who believe that have been denied such equal opportunity should inform the principal.

FEES-FEE WAIVER

The District assesses a fee to all students for supplies and consumable materials. Where applicable, the cost of the student planners will be included in the school fees. These materials become the student's property. Families who are financially unable to pay for necessary materials should refer to board policy for fee waivers. Applications are available in the school office. Failure to pay school fees will result in report cards being held until payment is received.

FIELD TRIPS

Student participation in a field trip requires submission of a field trip permission statement signed by an authorized adult, appropriate student behavior, and appropriate attire that presents a positive image of the school. The student code of conduct needs to be followed on all field trips. A student's participation on a field trip may be restricted based on grades and attendance. If chaperones are needed, only a parent or legal guardians can chaperone a field trip. Younger siblings are not allowed to attend with a chaperone, and chaperones are prohibited from smoking or vaping while on board-owned buses and while on the field trip. All school rules apply while students and chaperones are on school-sponsored field trips. OneView must be completed to attend a field trip.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all required safety laws and will conduct all required drills in accordance with State law.

GIFTED STUDENT SCREENING AND IDENTIFICATION POLICY

The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the *Operating Standards for Identifying and Serving Gifted Students* as specified in the District Plan.

GRADES

Kindergarten through second-grade students will receive standards-based report cards each nine weeks. The documents will be based on grade-level standards.

Grades 3-6: Wayne Trace Local Schools has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School applies the following grading system:

93 to 100 = A = Excellent achievement
84 to 92 = B = Good achievement
74 to 83 = C = Satisfactory achievement
63 to 73 = D = Minimum-Acceptable achievement
0 to 62 = F = Failure

I = Incomplete
P = Acceptable achievement

The school may also use: E= Excellent, S= Satisfactory, and U- Unsatisfactory

Plus (+), minus (-), and check mark ( ) may be used on the grade cards if in the opinion of the teacher the pupil's progress is more accurately reported.

Kindergarten through Second Grade use an Ohio Teaching Standards Based report card.

GRADING PERIODS

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

HEALTH CONCERNS

If your child has a health concern, please provide the school nurse medical documentation from your child's physician. Mutual understanding about health concerns will help us to better care for your child. Please update your student's information as necessary.

School personnel will provide basic first aid and care for injuries and illnesses that occur at school. If an emergency arises during school hours due to an illness or injury, school personnel will attempt

to notify the parent/guardian. If unsuccessful, one of the telephone numbers listed on the Emergency Medical Authorization form will be called. The student must be picked up within a reasonable amount of time. Any changes in information (telephone numbers/addresses) can be made by notifying the school office.

NURSE/CLINIC

The school health clinic is available to students who may become ill or injured. Students should not contact parents on their own if they are ill. Students with symptoms of possible communicable diseases should not attend school. Please keep your child home if signs of illness including: vomiting, diarrhea, or elevated temperature (100.0 or above) occur. Your child will be sent home with symptoms of illness and must be fever and symptom-free for 24 hours before returning to school.

SCREENINGS

Vision screening will be provided in grades, K, 1, 3, 5, and 9. Hearing screenings will be provided in grades K, 1, 3, 5, 9 and 11.

IMMUNIZATIONS

State law and district policy require written proof of every student's immunization status. Any student who does not meet the minimum state-required immunizations or exemptions within the first 14 days of school attendance may be excluded.

HEALTH SCREENINGS AND CURRICULUM

State required vision and hearing screenings are completed annually.

All fourth, fifth, and sixth grade students will be shown a HYGIENE, GROWTH and DEVELOPMENT video as part of their health curriculum. The GROWTH and DEVELOPMENT video will be shown to all fifth grade students unless the school receives a note from the parent expressing their wishes for their children to not view the tape. If parents are concerned about the content of this film, the school encourages them to make arrangements to preview the video before it is shown to their child.

Hearing and vision screenings are state mandated. Preschoolers get their hearing and vision checked when they attend the county screenings before they attend preschool. Kindergarten children get their hearing and vision checked during their kindergarten registration/screening in April before kindergarten begins in August. Students get their hearing and vision checked in their 1st, 3rd, and 5th grade years of elementary school
Hearing and vision screenings are done on an as needed basis per the teacher's request, as well.

HOMEWORK

Homework is a teacher-planned learning activity that takes place largely outside the student's regular school hours. It should reinforce classroom learning and expand on a student's school experience. Homework is considered an important part of the instructional program. Parents are encouraged to set aside a regular time each evening to talk with their child about the day's events. Although homework may not be assigned each night, time should be spent reading, writing, studying math facts, reviewing for tests, etc. Teachers may offer specific suggestions for evening activities. A guideline to follow is up to 10 minutes per grade level each night for homework.

HONOR ROLL

The honor roll will be published at the end of each nine week grading period for Grades 3-6. All classes count toward the honor roll.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the School Nurse.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

Students should not return to school until they have not had a fever for more than 24 hours.

INTERIM REPORTS

The purpose is to inform parents of progress their child is making in classes at the midway point of a grading period. The interim report may be sent home with the student for the parent and student to read and discuss

LOCKS, LOCKERS, AND SCHOOL-ISSUED BACKPACKS

Lockers are the property of the school; therefore, there should be no expectation of privacy for materials stored within lockers. Students are responsible for its cleanliness inside and out. Lockers should not have clothing, books, paper, or any other materials sticking outside of the locker. Students are responsible for damage to or loss of textbooks, notebooks and other items in their locker. The administration has the authorization to search lockers and school-issued backpacks and the contents within, when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating the laws or the rules of the school. Reasonable grounds also exist when there is suspicion that a locker contains items detrimental to the health and welfare of students and staff of Wayne Trace Schools.

LOST AND FOUND

The lost and found area is maintained at each building. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity periodically throughout the school year.

MAKE-UP WORK/ REQUEST FOR HOMEWORK

Students will be permitted to receive credit for make-up work. Students who are absent on the day before a pre-announced quiz, test, or project will be required to take the quiz/test or present the project on the scheduled date unless new material was covered during the absence. Homework assigned before the absence is due upon the student's return. The amount of time permitted to complete make-up work will equal the number of days absent.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the School's cafeteria. Canned or bottled soda is not permitted. No student may leave school premises during the lunch period without specific written permission from the Principal. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the superintendent's secretary.

USDA Nondiscrimination Statement Update: This institution is an equal opportunity provider.

MEDICATIONS

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- Parents should, with the counsel of their child's prescriber, decide whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The appropriate form must be on file in the respective building before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto-injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
  - o Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
  - ~~o~~ If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the

parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- The principal's office will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Non-prescribed (Over-the-Counter) Medications

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

By written notice parents may also authorize that their child

- may self-administer non-prescribed medication.
- may keep non-prescribed medication in his/her possession.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Cough drops may be sent to school and be kept in the office. The student's name should be on the package.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students. NEOLA 2260

PARENT CONFERENCES

Families are encouraged to schedule a conference at any time to discuss your child's progress. This is perhaps one of the best means of communication for the child, the parents, and the school personnel.

Preplanned parent-teacher conferences are held in the fall. These conferences are very important to both parents and teachers. Parents will have the opportunity to know and understand more fully the progress of your child in school. The conferences enable teachers to better understand each child and parent's expectations. Parents are urged to make every effort to schedule a conference during the scheduled days. Information regarding conferences is sent home with students approximately three weeks before the conference dates.

PARENT'S RIGHT TO KNOW (ESSA)

Parents may request information regarding any State or local education al policy regarding student participation in any annual statewide assessments mandated by the ESSA and by the SEA or LEA, which may include policy, procedures, or parental right to opt the child out of such assessment, where applicable.

PARENT/TEACHER CONFERENCES

Parents may make appointments for conferences with teachers, or the principal by telephoning the school offices at either 419-587-3414 (Grover Hill) or 419-263-2512 (Payne).

PARENT VISITATION

Visitors, particularly parents/guardians, are welcome at school. To properly monitor the safety of students and staff, each visitor must report to the school office upon entering the building to sign in and obtain a visitor's badge. Any visitor without a visitor/volunteer badge will be asked to return to the office. If parents wish to meet with a staff member or observe a classroom, they should call to schedule an appointment. Parents are welcome to visit our school for special programs and class observations. Students are not permitted to invite friends or relatives to school during the school day.

PERSONAL ITEMS

Students are discouraged from bringing valuable items to school. If brought to school, these items remain the responsibility of the student. Such items can be lost or damaged. The school cannot assume responsibility for losses or damages. Skateboards, scooters, and roller blades/ skates are not permitted.

PHONE CALLS

Students must have the approval of their teacher, principal or office staff before making a telephone call. Telephone calls should be limited to emergency situations.

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

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts. 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. The Board shall annually notify parents of this policy, and publish it on the District's website. NEOLA 5630.01

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

PROMOTION, ACCELERATION, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

- current level of achievement based on instructional objectives and mandated requirements for the current grade
- potential for success at the next level
- emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- potential for success in the accelerated placement based on sufficient proficiency at current level
- social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at his/her current grade level based on the following criteria:

- failure to demonstrate proficiency in Mathematics, Reading, Social Studies, Science and/or English.
- failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- scoring at the below basic level on any State-mandated assessment test

A student will be retained at his/her current grade level based on the following criteria:

- scoring at the below promotions score on the Third Grade ELA assessment as determined by the Ohio Department of Education.

A student may be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year OR has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

PUBLIC DISPLAY OF AFFECTION (PDA)

Public displays of affection are **NOT** permitted during the school day.

PUBLIC SCHOOL CHOICE OPTIONS

The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade

level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

RECESSES

Children are required to go outside unless prohibited by weather conditions or health reasons. Indoor recess will be held on days of inclement weather or when the wind chill factor is below 20 degrees. On these "indoor" days, students will remain indoors and participate in classroom games and/or activities. If your child has a medical problem and must remain indoors or have limited activity, please provide the school office with a written note. A physician statement much accompany any request for extended excuse from recess. Parents will not be permitted to attend recess unless it is approved in advance by the principal.

SAFETY

Please report all safety issues to the office. Students who feel uncomfortable reporting this information to the office may see a teacher or counselor. Additionally, concerns can be reported to the Ohio SaferSchool Hotline by calling 1-844-SAFEROH. Calls to the Ohio SaferSchool Hotline can be made anonymously.

SAFETY DRILLS

Several types of emergency/safety drills are conducted throughout the year, including fire, tornado, medical, and school intruder drills. These drills are held to acquaint students with proper emergency/safety procedures and evacuation routes. Each student will be instructed of his/her responsibilities during these drills.

SAFETY AND SECURITY

All visitors must report to the office when they arrive at school.

All visitors are given and required to wear a building pass while they are in the building.

Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

All outside doors are locked during the school day.

Portions of the building that will not be needed after the regular school days are closed off.

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

SCHOOL COUNSELING SERVICES

School counselors offer classroom guidance, as well as skill and support groups for study skills, grief, friendship, fear anxiety, stress, anger management, and separation/divorce.
They also offer individual counseling to help students manage both academic and emotional issues, as well as provide mediation in resolving peer conflicts. Students can obtain a pass from their teachers or self-refer to schedule a time to meet with a school counselor.

SCHOOL PROPERTY

Lockers/cubbies are school property. If school officials have reason to believe a locker/cubbie or other school property is being used inappropriately, school personnel may search the school property without permission of the student. Students who share lockers/cubies must be respectful of one another's property.
Students are responsible for their textbooks and district-owned technology devices. Textbooks and literature books that are lost or excessively damaged beyond normal usage shall be the responsibility of individual students. Replacement costs and/or fees will be assessed accordingly.
The school and other equipment in the building must be treated with respect. Damage and marking on the walls, doors, or other surfaces will not be tolerated.

SCHOOL LUNCHES

The school operates a cafeteria, which offers students hot, nutritious lunches each school day.
Students who bring lunches from home may purchase milk in the cafeteria.
The computerized cash register system allows parents to prepay for their child's lunches in advance. Parents may monitor and add funds to their students' account.

SCHOOL TIME SCHEDULE

Check our school or district website for information on daily start and stop times for typical days and days for which a two-hour or three-hour delay occurs.

SIGNING IN VISITORS TO SCHOOL / PICKING UP YOUR CHILD

All visitors to any school must first stop at the office and sign in. Do not report directly to the classroom, lunchroom, or playground during school hours. This is done for the safety of all students. If you need to pick up your child, you must come to the office to sign your child out and wait there for the office personnel to get your child for you. All students arriving late must first report to the office to sign in before heading to class.

SOCIAL MEDIA FOR STUDENTS

Although social media can be useful for many purposes, care must be taken to maintain an atmosphere of respect consistent with the behavior expected of students in school as outlined in

federal and/or state law, board policy and school rules. Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the Internet. Students are personally responsible for the content they publish online. Because digital content lives in perpetuity, anything you publish will be public for a long time. Use common sense and adhere to the Social Media for Students Policy when posting content online. The Social Media for Students Policy applies to the use of social networking in the classroom as well. The same rules and policies that govern student conduct at school apply to social networking activity when social networking is used in conjunction with a class assignment or other school activities.
Please review this policy in its entirety on the District website.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

Rule 1: **Unsupervised Students:** Students are not to be in the school unsupervised. The school building opens at 8:30 a.m. Students are not permitted in the building until this time. The school day ends at 3:30; all students are to exit the building at this time. The only exception being those students with an extra-curricular activity beginning immediately after school. Students are not permitted to wait in the building for their activity if their activity does not start immediately following the school day. If ever a student should find him/herself unsupervised in the building, he/she should sit quietly in the cafeteria until the coach/advisor arrives.

Rule 2: Possession/Use of Drugs and/or Alcohol: Possessing, using, transmitting or concealing, showing evidence of or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

Rule 3: Possession/Use of Tobacco: Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term “tobacco” includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or

snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, “JUUL”, “NJOY,” “BREEZE,” “Puff Bar,” etc.), e-cigar, e-pipe, vape pen, or e-hookah; 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. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes or other smoking devices for burning tobacco or any other substance is also prohibited.

First Offense: A minimum of 5 days in-school or out-of-school suspension (subject to the discretion of the building administrator).

Subsequent Offenses: A minimum of 10 days of in-school/out-of-school suspension subject to the discretion of the building administrator. The tobacco products rules may apply to all students enrolled at Wayne Trace Local Schools, regardless of age.

Rule 4: Use and/or Possession of a Firearm: Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the superintendent using the guideline(s) set forth in board policy.

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

Rule 5: Use and/or Possession of a Weapon: The term "weapon" includes 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, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

Rule 6: Use of an Object as a Weapon: Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

Rule 7: Knowledge of Dangerous Weapons or Threats of Violence: Because the board of education believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

Rule 8: Arson: Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Rule 9: Physically Assaulting a Staff Member/Student/Person Associated with the District:
Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the district, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

Rule 10: Verbally Threatening (either orally, in writing or otherwise expressed) a Staff Member/Student/Person Associated with the District: Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the district reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death, and use of slurs is also prohibited.

Rule 11: Misconduct Against a School Official or Employee, or the Property of such a Person, Regardless of Where it Occurs: The board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property.

Rule 12: Misconduct off School Grounds: Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the district. Misconduct is defined as any violation of the student discipline code.

Rule 13: Extortion: Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

Rule 14: Gambling: Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

Rule 15: Falsification of School Work, Identification, Forgery: Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s. **Plagiarism** and **cheating** are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

Rule 16: Bomb Threats, and Other False Alarms and Reports: Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

Rule 17: Terroristic Threat: Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

Rule 18: Possession and/or Use of Explosives and/or Fireworks: Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

Rule 19: Trespassing: Although schools are public facilities, the law allows the board to restrict access to school property. Being present in any board-owned facility or portion of a board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a board-owned vehicle; or unauthorized access or activity in a board-owned computer, into district, school or staff computer files, into a school or district file server, or into the network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

Rule 20: Theft, or Knowingly Receiving or Possessing Stolen Property: Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. The school is not responsible for personal property.

Rule 21: Insubordination: Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

Rule 22: Damaging Property (Vandalism): Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

Rule 23: Persistent Absence or Tardiness: Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

Rule 24: Unauthorized Use of School or Private Property: Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

Rule 25: Refusing to Accept Discipline: Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

Rule 26: Aiding or Abetting Violation of School Rules: Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

Rule 27: Displays of Affection/Sexual Activities: Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

Rule 28: Possession of Electronic Equipment: The school will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity. Examples of prohibited devices include but are not limited to radios, "boom-boxes", headphones, CD/MP3 players, portable TV's, electronic games/toys, pagers, cellular telephones, beepers, smart watches, other paging devices and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken. *Wayne Trace Local School is not responsible for any lost or stolen property.*
First Offense: Removal of phone, student pick up at the end of the day.
Second Offense: Removal of phone, student pick up at the end of the day, lunch detention
Subsequent Offense: Removal of phone, parent pick up after 3pm, lunch detention and any other discipline at the discretion of the administration.

Rule 29: Violation of Individual School/Classroom Rules: Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this code of conduct.

Rule 30: Violation of Bus Rules (see Section V – Transportation)

Rule 31: Interference, Disruption or Obstruction of the Educational Process: Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

Rule 32: Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying): The board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:
A. verbal harassment or abuse;
B. pressure for sexual activity;
C. repeated remarks with sexual or demeaning implications;
D. unwelcome touching;
E. sexual jokes, posters, cartoons, etc.;
F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;

G. 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;

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a district employee or other adult member of the school district community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined by state law.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

A. Verbal: The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

B. Nonverbal: Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

C. Physical: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the district, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

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, 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.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the district's Anti-Harassment Complaint Coordinator(s): Mr. Evans.

The complaint coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The Anti-Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the principal.

Each report will be investigated in a timely manner and as confidentially as possible. The district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the board of education's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

These guidelines 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).

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 harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of board policies and administrative guidelines 5517 and 5517.01.

Rule 33: **Hazing:** 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 or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

Rule 34: **Violent Conduct:** Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

Rule 35: **Careless or Reckless Driving:** Driving on school property in such a manner as to endanger persons or property.

Rule 36: **Burglary:** Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

Rule 37: **Fighting:** Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

Rule 38: **Lighting Incendiary Devices:** Unauthorized igniting of matches, lighters and other devices that produce flames.

Rule 39: **Possession of Pornography:** Possessing sexually explicit material.

Rule 40: **Unauthorized Use of Vehicles:** Occupying or using vehicles during school hours without parental permission and/or school authorization.

Rule 41: **Repeated Violations**: A student may not repeatedly fail to comply with rules, direction or commands of teachers (including student teachers and substitute teachers), principal, bus driver, or any other authorized school personnel during any time when the student is under the authority of the school personnel.

Rule 42: **Profanity and/or Obscene Language**: A student may not use profanity or obscene language, either written or verbal, while under the authority of school personnel or during any curricular or extracurricular activity. Included in this prohibition is the use of obscene signs, pictures, publications or gestures. A student may not annoy or humiliate another or disrupt the educational process by using profanity or engaging in obscene or otherwise improper acts or language.

Rule 43: **Sexting**: The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, e-mailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

Rule 44: **Permanent Exclusion**: Permanent exclusion and/or expulsion from school is now permissible under state law for certain crimes and offenses provided that proper procedures are followed by district personnel, and permanent exclusion is authorized by the State Superintendent of Public Instruction. Crimes and/or serious offenses for which permanent exclusion can be sought include:

1. conveying, transporting, or selling deadly weapons or dangerous ordnance on school property, at school-sponsored events, or in school-owned vehicles;
2. possessing deadly weapons or dangerous ordnance on school property, at school-sponsored events, or in school-owned vehicles;
3. carrying a concealed weapon on school property or at a school function;
4. selling, possessing, or trafficking in drugs on school property or at a school function;
5. murder or aggravated murder on school property or at a school function if the victim is a school employee or student;
6. voluntary or involuntary manslaughter on school property or at a school function if the victim is a school employee, person, or student;
7. assault or aggravated assault on school grounds or at a school function if the victim is a school employee or student;
8. rape, gross sexual imposition or felonious sexual penetration on school grounds or at a school function if the victim is a school employee or student; and/or
9. complicity in any of the above offenses, regardless of location

need to add new inclusion of additional 90 days with new law

Rule 45: **Improper Dress**: Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Wayne Trace charges specific fees for activities and materials used in the course of instruction.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.
Students can avoid late fines by promptly returning borrowed materials.
Failure to pay fines, fees, or charges may result in exclusion from field trips, the withholding of grades, credits, and/or graduation diploma.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.

Students may not participate in a fund-raising activity for a group in which they are not members.

Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Student records are confidential and are protected by the "Privacy Act." Only the school staff and the child's natural parents or legal guardians have access to the records.

Directory information on a student is not protected by the "Privacy Act." Directory information includes a pupil's name, address, phone number, date and place of birth, major field of study, dates of attendance, date of graduation, sports activities participated in, and the height and weight of athletes. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Superintendents secretary. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the

student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or the student's parents;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;

- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or his/her parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the superintendent's secretary to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- activities involving 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); and
- the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.
Students must arrive at school on time, prepared to learn and participate.
In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

- Student has limited physical abilities due to illness/injury / medical problems and need to refrain from physical education

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.
The laws define a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law.

SURVEILLANCE CAMERAS

Surveillance cameras are mounted in and around various locations throughout the building. Students may be recorded at any time. Please refer to the district's website for additional guidelines on video and electronic monitoring.

TEXTBOOKS

All textbooks are the property of the Wayne Trace Board of Education. The student is responsible for his/her own textbooks. Loss or unreasonable damages will result in fines. Students must write their name in ink inside each textbook cover. Students are encouraged to cover all textbooks with book covers.

TITLE IX AND SECTION 504

If you believe you have been discriminated against, please inform the principal. Then, if not satisfied, the complaint should be forwarded to the district's Title IX and/or Section 504 Coordinator, who can be reached at (419-399-4100). If not satisfactorily settled at this level, the complaint may be made to the superintendent, who will act as the district's final mediator. Please refer to the district's policy on discrimination for additional guidance.

USE OF LIBRARY

The library is available to students throughout the school day. Books may be checked out for a period of 2 weeks. To check out any other materials, contact the librarian. The library is a classroom, therefore general classroom rules apply such as: enter quietly, stay in the proper area, ask for help when needed, be a good listener, and handle material properly.

USE OF OFFICE TELEPHONES

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

VISITORS

Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in and/or having a pass shall be reported to the Principal. Visitors are expected to follow all school rules. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.
Visitors are not allowed in the building during the school day without an appointment, this includes former-students. This includes younger brothers, sisters, and children. Visitors are not permitted on the playground.
Balloons and flowers are not permitted to be delivered as student gifts in the classroom. Balloons and flowers are not permitted to be transported on the school bus.

VOLUNTEERING IN WAYNE TRACE SCHOOLS

All persons volunteering within Wayne Trace Schools must submit a Volunteer Application and sign a Volunteer Code of Conduct form. These forms are available in all of our school offices and on the district website.

WATER BOTTLES

Water bottles are allowed during the school day. Glass water bottles are prohibited. Water bottles are to be used for water only. No juice, pop, energy drinks or powdered flavoring.

WITHDRAWING FROM SCHOOL

Please notify the school office before withdrawing a child from school. Office personnel will explain the procedures that must be followed.
No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law.
Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

WRITTEN NOTICES FROM PARENTS

It is extremely important for a handwritten note to be sent to school if a student has a change in their transportation to go home. If we do not have a note stating a specific change in the dismissal of the student, that particular student will be going home following their regular dismissal plan. <u>All changes in regular dismissal plans must be received by the office prior to 2:00 pm.</u>
Hand Written notice is required (but not limited to) the following situations:

- Student staying after school for clubs / classes / meetings AND must be received by the office prior to
- 9:00 am.
- Student getting picked up instead of riding bus
- Student being picked up by someone other than who normally would
- Students need to leave early for doctor's appointments, etc.

WAYNE TRACE SCHOOL DISTRICT

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY (STUDENTS)

This document constitutes the School District's Computer Network and Internet Acceptable Use Policy ("Policy"), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

1. Definitions. For purposes of this Policy:

The term "Network" shall mean the District's group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users.

The rules of appropriate use and conduct created by this Policy apply to all District-owned computers and devices, even when such computers or devices are not connected with the Network. Such rules of appropriate use and conduct also apply to the use of privately-owned computers and mobile devices which are connected to the Network, communicate with Network Users by means of other non-District networks, or which are used in any way which is illegal, violates the Student Code of Conduct, or may be reasonably anticipated by District administrators to disrupt or materially interfere with school activities.

The term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.

2. Purpose and Use: The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with Administration to be informed whether or not a use is appropriate.

3. Users Bound by Policy in Accepting Access: The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.

4. Personal Responsibility: Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments**,** which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform a teacher immediately. Any improper use of your account, even if you are not the User, is your responsibility.

5. **Reporting Misuse of the Network**: Users must report any misuse of the Network to Administration. "Misuse" means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person's property. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute bullying, sexual harassment, or a violation of the Student Code of Conduct.

6. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational, co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to [thirty (30)] days, unless the personal equipment has been provided to law enforcement officials.

7. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.

8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from e-mail) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.

9. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm. Users shall not engage or attempt to engage in unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.

10. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to a Teacher. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of Technology Department. You may be held financially responsible for the expense of any equipment repair or replacement.

11. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:

OFFENSIVE OR HARRASSING ACTS: Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not limited to pictures, text messages, e-mails or sexually-oriented content ("sexting") in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other

protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.

VIOLATIONS OF PRIVACY: Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.

CREATING TECHNICAL PROBLEMS: Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to "hack" into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, "repairing," reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.

USE OF OUTSIDE SERVICES AND APPLICATIONS: All e-mail, document storage, blogs, social media, or any and all other services and applications ("apps") must be provided or specifically authorized by the School District on its Network. The use of other providers of such functionality or storage (such as Google or Yahoo) through the Network is prohibited. Outside document storage, such as Google Docs, and other web-based services or applications, such as blog hosting and/or social media, may be used for education-related purposes with the express permission of the System Administrator, subject to an evaluation of student privacy.

VIOLATING LAW: Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.

VIOLATING COPYRIGHT: Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use. Viewing of Copyrighted Movies is prohibited without Administration's permission. Use of any program that allows copyright violations is prohibited.

PERSONAL USE: Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.

POLITICAL USE: Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.

GENERAL MISCONDUCT: Using the Network in a manner inconsistent with the expectations of the Wayne Trace Schools for the conduct of students in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier. Creating, possessing, copying, viewing, transmitting, downloading, uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.

12. Specific Limits on Communication Over the District Network:

Expressing Opinion: The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.

Large Group Mailings: The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send e-mails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.

13. **System Security and Integrity:** The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, social networking sites, e-mail addresses, applications, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or co-curricular, or extracurricular activities.

14. **Filters:** The School will have the following in continuous operation, with respect to any computers belonging to the School and having access to the Internet:

    a. A qualifying technology protection measure, as required by CIPA. The protection measures are designed to block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors; and

    b. Procedures or guidelines that provides for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.

    Such procedures or guidelines will be designed to:

    a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;

    b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

    c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;

    d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and

    e. Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.

15. **Training Related to On-line Behavior**: Pursuant to Federal law, students shall receive education about appropriate on-line behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors on line; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

16. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out

of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

17. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify Administration or other person designated by the School District to receive this information.

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321
Children's Internet Protection Act of 2000, 47 USC § 254 (h), (l)
Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

Revised: 04 /27/ 2015

Artificial Intelligence (AI) Acceptable Use Policy

What is **AI**?

- Artificial intelligence is the development of computer systems or software that can perform tasks that would typically require human intelligence.
- These tasks include understanding and processing language, recognizing patterns, making decisions, solving problems, learning from experience, and interacting with the environment.
- AI systems are designed to mimic or simulate human-like abilities, enabling computers to carry out complex tasks with little or no human intervention.

Generative AI

- Generative AI is a type of artificial intelligence that can create new content, such as text, images, music, and code.
- It does this by learning from a large amount of existing data, then using that knowledge to generate new outputs that are similar to the data it was trained on.
- Typically the user will provide the AI with a prompt, which is often written in normal conversational language.
- The user can craft the prompt with more details to help customize and improve the output.

We at Wayne Trace Local Schools believe that AI can be used to assist the teaching and learning in the classroom.

Some examples of proper use include brainstorming ideas for a writing assignment, or getting feedback and suggestions for improvement on a **completed assignment**. AI can be used as an extension of Google to learn and assist in the learning process. This list is not exhaustive.

Improper use of AI is strictly prohibited and subject to disciplinary action. The severity of the discipline will be at the discretion of school administration staff and taken on a case by case basis. Some examples of improper use of AI include copying and using content directly from generated AI, or using AI to plagiarize writing assignments. Other examples of improper use include using AI to get answers to an assignment's questions, or using AI generated content to harass or offend other students or school staff members. This list is not exhaustive.