

John Gregg
Elementary
2019-2020
Student
Handbook



WELCOME

Welcome to Edison Local School District. We are beginning a new school year with lots of enthusiasm and hope that this year will be both enjoyable and successful for you. This handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Carefully read this handbook to familiarize yourself with the rules, regulations, and student expectations. The last page must be signed by both you and your parents and returned to the school.

EDISON LOCAL MISSION STATEMENT

Everyone committed to the Edison Local School District will engage our children in the Ohio Content Standards. We will monitor our achievement with ongoing, authentic assessment and provide high quality intervention to enrich and remediate our children's academic growth.

VISITORS

Your visitations are encouraged and welcomed throughout the school year. Please contact the main office or your child's teacher to make arrangements for visitations. All visitors are required to report to the Main office when entering the building so that school personnel know the whereabouts of every visitor. Unauthorized persons will not be permitted in the school or on the school grounds.

EQUAL EDUCATION OPPORTUNITY

The Edison Local Board of Education declares it to be the policy of this District to provide an equal opportunity for all students regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background to team the curriculum offered in this District.

School Hours

Edison Local Elementary School hours:

Doors open 8:20

Start time 9:00

Dismissal 3:50

SECTION I – GENERAL INFORMATION ENROLLMENT/TRANSFER/WITHDRAWAL

All new enrollment and withdrawal actions must be completed in each school's Main Office. Open enrollment students must apply yearly. For more information, please contact school office.

EMERGENCY MEDICAL INFORMATION

Each student is required to have an emergency medical authorization form on file. The form lists information vital for the care of the student in case of a medical emergency at school or at a school related activity. Please notify the office immediately if there are any changes in the information listed on the form.

CONTROL OF COMMUNICABLE DISEASES/IMMUNIZATION

All students must be immunized against certain communicable diseases in accordance with state statutes. The school's professional staff has the authority to remove or isolate a student who has been ill or exposed to a communicable disease or highly transient pest, such as lice. The school has the obligation to protect the students and staff against non-casual communicable diseases but will seek to keep all persons in the school unless there is definitive evidence to warrant exclusion.

INJURY/ILLNESS/MEDICATIONS

Students with minor injuries and illnesses will be appropriately treated by school personnel and returned to class. If medical attention is required, the office will follow the school's emergency procedure.

Students who become ill must report to the clinic with a signed agenda from their teacher. In the clinic, personnel will determine whether the child has a temperature, an apparent pale coloration of the skin or observable mood or behavior as reported by the teacher.

Parents will be notified and requested to pick their child up from school for any of these symptoms. A student leaving for the day must be signed out by the parent/guardian in the main office and all guidelines for early dismissal will be followed.

Prescribed medications should be taken at home, if possible. Students who must take prescribed medications during the school day must report to the clinic with a signed pass from their teacher. Prescription or over-the-counter medications may be administered under the following guidelines:

- Completed medication form by physician and parents
- Name of medicine, dose, diagnosis, purpose of medication, time to be administered and possible side effects
- Medication must be in original container
- Parents are responsible for transportation of medicine to and from school
- Physician's signature
- No employee may use procedures requiring injections or medication without training
- No staff member will be permitted to dispense non-prescribed, over-the-counter medications
- All medications not picked up within one week of being discontinued or at the end of the school year will be destroyed
- Cough drops require a doctor's authorization and complete medication form to be taken at school.

STUDENT RECORDS

Student records contain information to provide the best education for your child. These records are confidential and are used only by authorized personnel. The district maintains a record of those persons having access to these records and their locations. Parents have the right to review their child's records and request copies for the cost of reproduction. Any request will be granted within a reasonable period of time and no later than 45 days following the date of the request.

EMERGENCY EVACUATION

Emergency drill procedures are conducted throughout the school year as required by State Law. These procedures are posted in each classroom and students should follow the instructions of their teacher.

EMERGENCY CLOSINGS AND DELAYS

When school is canceled, has delayed starting time, or is closing early because of emergency conditions will be announced over the Edison Local One Call system, local radio, and local television stations. Please use these resources to adjust your schedules.

SCHOOL EQUIPMENT AND FACILITIES

The Board of Education believes that the school should help students work together to respect property and develop feelings of pride in community institutions. All students are expected to take proper care of school property, equipment, and materials entrusted to their use. Students are assigned lockers and assume the responsibility for the safekeeping of their own books and personal property. These lockers are school property and are subject to inspection, announced or unannounced. Textbooks are issued to students on a loan basis. These books must be returned at the end of the year or when transferring to another school. Damaged or lost books will result in an assessed cost charged to the student.

STUDENT SERVICES

The media center is available for reference work and reading interests. Students may visit the center with a pass and check out materials according to guidelines set by the media specialist. All materials are on loan and should be returned promptly to avoid fines.

Academic assistance is available through our homework policy, tutoring program, and intervention activities.

SECTION II – ACADEMICS PROGRESS AND EVALUATION

Progress reports are distributed to students in the middle of the nine-week term. Grade reports are distributed at the end of each nine-week term. These reports advise students and parents of progress and evaluation in each course. The following guidelines will help explain how the grades have been determined:

The grade scale is as follows:

<u>Letter Grade</u>	<u>% Scale</u>	<u>Points Equivalents</u>
A	90 - 100	4
B	80 - 89	3
C	70 - 79	2
D	60 - 69	1
F	49 - 59	0

Incomplete Grades

- A. Incomplete grades may be assigned at the end of a grading period. The grade will be updated within two weeks of the end of the nine weeks. Equivalent time is allowed for all excused absences.
- B. Within two weeks incomplete grades will be converted to failing grades if a teacher has not received all assignments and notified the office of the change.
- C. Students not completing course requirements will not receive credit for the class. There will be no incomplete grades given at the end of the year for a final grade unless approved by the principal.

ASSESSMENT

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by the teacher to assess how well the students have achieved specific objectives.

SECTION III – STUDENT ACTIVITIES

Students who have had a history of discipline problems during the school year

may not be allowed to participate in school activities. Each case will be evaluated by the administration.

SCHOOL SPONSORED CLUBS AND ACTIVITIES

It is the District's policy that only authorized groups are those approved by the Board Of Education and sponsored by a staff member. All students are subject to the rules and regulations of the activities and must meet eligibility requirements to participate. All Edison Local School Conduct Code and rules apply to these activities.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is:

- being initiated by students
- attendance is voluntary
- no school staff is actively involved
- the event will not interfere with school activities
- non-school persons do not play a regular role in the event.

Conduct code and rules apply regarding behavior and equal opportunity to participate.

FIELD TRIPS

Field trips are academic activities that are held off school grounds and under the supervision of a teacher. Students may not participate in any field trip unless they have submitted a signed parental consent form and medical authorization form. The permission form includes the name of the sponsor, the event, and the dates. The form also provides guidelines that students must follow in obtaining and submitting assignments and the consequences for failure to meet those guidelines. Students who have had a history of discipline problems during the school year will not be allowed to participate in a field trip. Each case will be evaluated by the administration.

SECTION IV – STUDENT CONDUCT ATTENDANCE

Compulsory education in Ohio has been established by law for many years (3321.03) and each parent, guardian, or other person having charge of any child of

compulsory school age must send such child to school for the full time the school attended is in session. The attitude of the Edison Local Schools is that maximum educational benefits are gained through the continuity of instruction a child receives by attending school regularly. To support this philosophy the following student and absenteeism policy will be followed:

1. The classroom teacher will maintain and report accurate attendance for each student.
2. Parent/Guardians will be notified of absence through written communication, phone calls, progress and report cards, parent conferences, informal court hearings, etc.
3. Three (3) days of excused/unexcused absence will result in a parental phone call by building principal/resource officer.
4. Five (5) days of excused/unexcused absence will result in written notification to the parent.
5. Seven (7) days of excused/unexcused absence will result in written notification to the parent and a visit from resource officer and scheduled meeting with the parent.
6. Ten (10) days of excused/unexcused absence will result in written notification to the parent and "Truancy" charges will be filed with Juvenile Court for mediation hearing and School liaison Officer will be contacted.
7. In accordance with State Law, unruly charges will be filed with the Juvenile Court under the following circumstances: 5 consecutive days unexcused, 7 days unexcused in one month, or 12 unexcused days in one school year.

TARDIES TO CLASS

Excessive tardies may result in disciplinary action.

Tardy/Attendance Times:

A.M. Tardy	9:00 a.m.
½ day absent A.M.	10:45 a.m.
Whole day absent	1:00 p.m.
½ day absent P.M.	1:45 p.m.
P.M. Tardy	3:00 p.m.

Excused Absence

The common reasons for excused absence are as follows:

- Personal illness
- Death of a relative
- Religious holiday
- Quarantine
- Emergency situations personally approved by the principal
- Medical and dental appointments

Vacation Request

1. Students must bring in a request for a vacation one week prior to the desired date.

2. The student is responsible for obtaining all written assignments and for having assignments completed upon the day of return.
3. The student is responsible for making up tests before the end of the nine weeks.
4. Any assignments not completed or any test not made up will result in an incomplete for that grading period.
5. Parents must provide an approved, certified tutor at their own expense to assist students in making up work missed for vacation time in excess of five days.

ABSENCE REPORTING GUIDELINES

1. Parents should notify their child's school to report student absence beginning at 8:00 AM.
2. Parents not reporting their child absent will receive a telephone call from the school secretary.
3. When returning to school, the student must have a dated excuse signed by the parent identifying the students and give the dates and the reasons for absence.
4. Students who are absent from school are not permitted to participate in any activity during the day or the evening of absence. Athletes and cheerleaders must:
 - Attend school ½ day to participate in an athletic event that day. Attend school ½ day to participate in practice.

STUDENT DRESS CODE

It is the belief of the Board of Education, Faculty, and Administrators that personal appearance has a direct relationship with student academic achievement. To promote success and create an educational environment that will allow all students to achieve their fullest potential, personal appearance should be clean, and not attract undue attention to the wearer. Students not following the guidelines may be removed from class or school and be required to change into clothing that meets the dress code. Repeated violations will result in Disciplinary Action.

- All hairstyles must be neat and clean. Hairstyles must not attract undue attention to the wearer or interrupt the educational process. Unnatural hair coloring is not permitted.
- Hats, headbands, visors, bandanas, and sunglasses are not to be worn in the building.
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- Shoes must be worn and tied. Shoes with roller skates are not permitted.

- See-through clothing, tank tops, tube tops, muscle shirts, or clothing that exposes the torso is not permitted. Garments that reveal underclothing are not permitted.
- Clothing must be neat, clean, in good repair, and worn in the manner that it was designed.
Clothing with obscene, profane, or disruptive remarks is not permitted.
- Clothing with product endorsement, emblems, or remarks contrary to the educational program is not permitted.
- Clothing without factory edges, clothing with rips, holes, or tears above the knee are also unacceptable.
- Clothing and accessories normally worn for outside physical activity (i.e.: coats, or sweat bands) are not appropriate attire during the school day.
- Pajamas are unacceptable for school.
- Shorts, skirts, and dresses must be at least at extended fingertip length, not to exceed five inches above kneecap.
- Jackets and coats must be stored in the assigned area or student lockers.
- Clothing that constitutes a health threat to self or others are not permitted (i.e.: studded bracelets, spiked jewelry.)
- Physical Education instructor will advise students on required dress code for Physical Education. Failure to dress appropriately for physical education will result in disciplinary measures.
- No heavy chains (i.e. chain drive wallets, dog chains, etc.)
- No body piercing (with the exception of ears) will be permitted. Nose studs permitted in high school only!
- No sagging pants below the hip bone.
- No pant length should go below the heel of the shoe.

TRANSPORTATION POLICY AND GUIDELINES

The board furnishes transportation in compliance with Ohio law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the students leaves the bus at the end of the day.

The driver is responsible for student safety and has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for an office referral. When transportation privileges are lost, it is the responsibility of the parent/guardian to provide transportation to and from school. Students failing to attend school will be declared truant.

The bus schedule and route is available by contacting the transportation supervisor at 330-532-1096. Requests to ride a different bus to and from school are to be made for emergency situations only. This written request must explain the emergency situation and be submitted to the building principal for approval.

All regulations of the conduct/discipline code are in effect on the bus. A violation of the conduct code or any of the following guidelines for safe transportation may result in disciplinary action.

Bus Rules

- Remain in assigned seat or area of the bus.
- Do not interfere with other drivers and vehicles on the road.
- Keep hands, feet and other objects to self and away from windows.
- Maintain moderate noise level determined by the driver.
- No eating, drinking, or glass containers.

NOTICE: The Board of Education has approved the installations and use of video cameras on districts school buses. These cameras are rotated as needed to reduce the number of discipline problems and increase safe transportation for all students.

CONDUCT/DISCIPLINE CODE

The staff of Edison Local School District believes that the best discipline is self-imposed and students should assume responsibility for their own behavior and for the consequences of their actions. The result of self-governed discipline during these formative years is individuals who can live and work effectively with others through their school years and adult lives. Whenever violations of the discipline code occur, it is the responsibility of teachers, counselors, and administrators to work with the student, the parent or guardian, and other support personnel to help correct behavior.

Responses to misconduct include, but are not limited, to the following:

- Warning
- Lunch Detention
- Parent/Guardian contact
- Denial of privileges
- Counseling
- Emergency Removal
- After School Detention
- External suspension
- Referral to outside agencies
- Expulsion referral

Disciplinary Measures

The school has the authority to take corrective disciplinary action against any behavior, whether covered specifically in this written code or not. No behavior should be disruptive of the educational process of the school. The discipline process will be dealt with by the

Principal/Assistant Principal as deemed necessary to provide a safe, drug-free school with an environment conducive to learning.

SERIOUS MISCONDUCT CODE

A violation of any rule herein may result in disciplinary action including detention, suspension, Juvenile Court referral, criminal charges, charges for damages, and/or expulsion referral. **MEDIATION**

Mediation is a process initiated by the school's administration to address a student's attendance and/or behavior. A mediator who is appointed by the Juvenile Court conducts the process. An attempt is made to arrive at an agreement between the student, parents and school in order to improve attendance and/or behavior.

UNRULY CHARGES

Unruly charges, more serious than mediation, are filed against a student because of truancy and/or behavior. The charges are filed in Juvenile Court, and a probation officer conducts a hearing.

ALTERNATIVE SCHOOL

Students attending the alternative school are NOT permitted to attend Edison School events/activities unless permission is granted by the building principal.

LEVEL III: and/or police, court, or agency referral, and/or assignment of 5 demerits, include the following: Disciplinary penalties, which call for immediate student suspension and/or expulsion

1. DRUGS AND ALCOHOLIC BEVERAGES

A student shall not knowingly possess, use, transmit, sell or be under the influence of any drug or alcoholic beverage of any kind. The office and teachers should be informed in regard to medicine.

- a) On the school grounds during, before, or after school hours.
- b) Off the school grounds at a school activity, function, or event
- c) On school buses or rent carriers, students who are found in possession or under the influence of drugs/alcohol or "mood modifier" will be immediately suspended from classes for 10 days pending further investigation. In addition, the students may be referred to civil authorities. Repetitions of this violation will lead to recommendation for expulsion.

2. PARAPHERNALIA/COUNTERFEIT/ LOOK-A-LIKE DRUGS

A student shall not possess, use, transmit, or conceal substances, which are thought to be drugs, sold as drugs, inferred by the seller or buyer to be mind-altering substances or illegal drugs, or equipment used in taking drugs.

2 to 10 day suspension 3. ASSAULT/PHYSICAL INJURY/ FIGHTING

A student shall not cause

physical injury or behave in such a way, which could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school. All parties involved may be subject to disciplinary actions.

2 to 10 days suspension 4. DANGEROUS WEAPONS AND INSTRUMENTS

A student shall not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon or instrument of violence including firecrackers.

2 to 10 day suspension

Expulsion for Firearms: Federal law requires that any student who brings a firearm on school property to be expelled from school for a period of one year. A firearm, under Federal law is defined as:

- Any Weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive;
- The frame or revolver of any such weapon; • Any firearm muffler or firearm silencer; or • Any destructive devices.

5. FALSE ALARMS OR REPORTS

A student shall not initiate a fire alarm, or initiate a warning of a fire, bombing, or other catastrophe leading to panic or give false testimony or false report of school incidents. **2 to 10 day suspension** and/or a recommendation for expulsion.

6. SMOKING/TOBACCO PRODUCTS

In accordance with Ohio Revised Code a student shall not smoke, use, possess, or bring any tobacco products on school property, or any product that may contain nicotine or alcohol within school buildings, buses, or at any school events. 1st Offense: 3 days External Suspension
2nd Offense: 3-10 days External Suspension

7. UNAUTHORIZED FIRE

A student possessing or lighting a match, lighter, or other flammable substance without permission or without direction from an instructor is charged with unauthorized fire. 1 to 3 days External Suspension

8. NETWORK AND INTERNET ACCESS AGREEMENT

Students and parents are required to sign a Network and Internet Access Agreement before students are permitted to use the computer network system in the building. The use of the network is a privilege that may be revoked at any time. Any misuse of the system will result in the loss of access privileges and may involve out of school suspension from 2-10 days.

9. SEXUAL HARASSMENT

Discipline action will be based on the outcome of the investigation. See Appendix A.

LEVEL II: Violations of the following incidents will result in disciplinary action _____ including lunch detention, afterschool detention, external suspension, loss of bussing privileges and/or recommended expulsion from school. 2-5 demerits will be assigned for each offense.

1. DISRUPTION OF SCHOOL AND/OR CLASS

A student shall not by use of violence, force, coercion, threat, harassment, or repeated violation of code cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities.

2. DAMAGE TO SCHOOL PROPERTY

A student shall not invade private property or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds Restitution for damages

3. INVASION/DAMAGE TO PRIVATE PROPERTY

A student shall not invade private property or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds. Restitution for damages

4. THEFT/GAMBLING

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the property of another person by theft or gambling. Restitution for damages

5. USE OF PROFANITY AND/OR OBSCENE LANGUAGE

A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications. **Any of the above that are directed to faculty/staff will result in immediate External**

Suspension 6. INSUBORDINATION

A student shall not disregard or refuse to obey reasonable directions given by school personnel.

7. INTIMIDATING, THREATENING, DEGRADING OBSCENE, DISGRACEFUL ACTS, OR SEXUAL ACTIVITY

A student shall not engage in any act which intimidates, threatens, degrades, endangers, disgraces, or tends to intimidate, threaten, degrade, endanger, or disgrace a staff member, fellow student, visitor, administrator, or member of the school board by written, verbal, or gestural means.

A student shall not engage in any sexual activity while on school premises, under school authority, or while attending any school-sponsored activity.

8. SKIPPING OR CUTTING CLASS

Skipping or cutting class is defined as not being in the assigned area.

9. LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS WITHOUT PROPER PERMISSION 10. FORGERY/FALSE INFORMATION

A student shall not in written or verbal form use the name of another person, falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.

11. UNAUTHORIZED PRESENCE

Students are permitted in the school building or on school premises during the operating hours. Monday through Friday, according to the school calendar and are also allowed to attend events that are opened to the public as officially scheduled. However, no student is allowed on the premises other than those times unless in a "supervised" official activity of the school.

12. HARASSMENT

The harassment of other students, staff, or any other individuals is not permitted. Acts of harassment are defined in the Edison Local Board Policy.

13. PUBLIC DISPLAY OF AFFECTION

No student shall participate in public display of affection.

14. SCHOOL BUS VIOLATIONS

All regulations of the conduct/discipline code and transportation policy in effect on all school buses.

15. CELL PHONE / ELECTRONIC DEVICE

Use of cell phone or electronic device during school hours will result in disciplinary action.

16. PLAGARIZING/CHEATING

Plagiarizing or cheating will result in an "F" on the assignment plus disciplinary action.

REPEATED LEVEL II VIOLATIONS

Repeated misconduct of a single Level II or Level I violation may result in external suspension, parent/guardian conference, court and/or police referral, assignment of restitution, and recommended expulsion.

LEVEL I: The following incidents result in disciplinary action by the principal or assistant principal _____ plus 1-2 demerits:

Repeated violations may result in external suspension, parent/guardian conference, court and/or police referral, assignment of restitution, and recommended expulsion.

- A. Horseplay, such as hitting, pushing, or running
- B. Throwing of any objects.
- C. Disruptive language, lying, or disrespectful behavior
- D. Students shall not be in any area of the building or school grounds without permission.
- E. Laser pointers, compact players and discs, video games, tape recorders, toys, beepers, two way radios, and pagers, trading cards, or cameras are not to be brought to school without permission of an instructor. Such equipment will be taken directly to the assistant principal's office and will be returned to the parent(s) only.

Progressive Disciplinary Steps

7 demerits = one day suspension
12 demerits = one day suspension
15 demerits = two day suspension
20 demerits = three day suspension
25 demerits = five day suspension
30 demerits = seven day
suspension and
Unruly Charges

SUSPENSIONS, REMOVALS, EXPULSIONS

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or a threat of disrupting the academic process in the classroom or elsewhere on school premises, then:

1. The student may be removed by emergency action for a period not exceeding 24 hours without further action.
2. A removal for longer than 24 hours will follow due process procedures with an informal hearing and written notification.

EXTERNAL SUSPENSION

Students may be suspended for up to ten days by the Principal and will receive a make-up grade for any class work during his absence. Due process procedures will be followed after an informal hearing with the student resulting in written notification to the parents containing reasons for the suspension, right to appeal, and the right to be represented. If school is closed due to weather or any emergency, the suspension will be extended by the number of days school is not in session.

EXPLUSION

1. Only the Superintendent of Schools may expel a student. Written notice including reasons for the intended expulsion and an opportunity to challenge the expulsion or explain the pupil's action must be given to the pupil and his parent, guardian, or legal custodian.
2. Expulsions may not exceed ninety (90) days.

APPEAL

1. In any suspension, expulsion, or removal action, a student, his parent, guardian or legal custodian may appeal to the Board of Education or its designee by filing a request for appeal within five (5) days of the final administrative action.
2. Students pending appeal shall remain out of school as directed by initial notification with an opportunity provided to make up, and be credited for, all missed assignments in the event of reversal by the Board or other action.

SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. A reasonable suspicion of the need for a search is all that is necessary. Locks are to prevent theft, not to prevent a search.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the sheriff. The school reserves the right not to return items, which have been confiscated.

ANTI-HAZING POLICY

It is the policy of the Edison Local Board of Education and School District that hazing activities of any types are inconsistent with the educational process and shall be prohibited at all times. No administration, faculty member or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio Law.

5517 - **ANTI-HARASSMENT**

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

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

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons' subject to the control and supervision of the Board.

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

Other Violations of the Anti-Harassment Policy

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

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

Definition of Bullying

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

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;

- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

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

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

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

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

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

offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

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

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- 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.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex

or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

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

Disability Harassment

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

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

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

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in

accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.

Anti-Harrassment Compliance Officers

The names, titles, and contact information of these individuals will be published annually on the School District's web site.

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

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

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

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

complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

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

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

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

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

Students who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or

otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

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

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

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

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student records policy. (See Policy 8310 and Policy 8330)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

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

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

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

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

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the

Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti- Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

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

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

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

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

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

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

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

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

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

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

All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the *Family Educational Rights and Privacy Act* or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

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

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

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

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

State law defines certain contact between a teacher and a student as "sexual

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

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

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

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

Education and Training

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

Legal

R.C. 4112.02
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
20 U.S.C. 1681 et seq.
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967 29 U.S.C. 794, Rehabilitation Act of 1973, as amended
29 U.S.C. 6101, The Age

Discrimination Act of 1975

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 12101 et seq., Americans with Disabilities

Act of 1990, as amended 42 U.S.C. 1983

National School Boards Association Inquiry and Analysis – May, 2008

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parent,

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties:

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV or HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concern, please contact your school nurse.

REPORT OF HARASSMENT

Student's Name _____ Date of Report _____

Date of Alleged Harassment _____

Location of Alleged Harassment _____

Name of Alleged Harasser _____

Description of Incident(s): _____

Names of Witnesses, if any: _____

Signature _____

Edison Local Schools Homework Policy

The Edison Local Board of Education believes that homework, as long as it is properly designed, carefully planned, and geared to the development of the individual student, meets a real need, and has a definite place in the educational program.

Homework should be assigned to help the student become more self-reliant, learn to work independently, improve skills that have been taught, and complete certain projects such as reading a worthwhile book and the preparation of research papers. Home assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.

Guidelines:

1. Homework is a valuable aid in helping students make the most of their school experience by: (a) strengthening academic skills, (b) reinforcing concepts learned in the class, (c) helping learn responsibility, (d) developing positive study habits, (e) helping parents stay aware of the students' work.
2. Homework is usually an independent activity, to be accomplished outside the school day and without teacher assistance, to reinforce concepts learned in class. Some homework may require parental help. The use of class time (5-10 minutes per period) may be utilized to begin or complete out of school assignments under the direction of the classroom teacher.
3. Work missed due to absences, although accomplished outside the school day, is in addition to daily homework. Teachers use class work and homework as a tool for monitoring a student's level of understanding.
4. Teachers and parents may use the following schedule as a general guideline. Individual students work at different paces so time may vary. Accommodations and modifications will be made based on individual student need.
 - a. Grades K-3: 10 to 30 minutes each school night. Homework is based primarily on literacy and math.
 - b. Grades 4-6: 40 to 60 minutes each night.
 - c. Grades 7-10: 70 to 80 minutes each night.
 - d. Grades 11-12: Preparation for post secondary options and careers.
5. If you have questions or concerns about your child's homework please contact your child's teacher.

Responsibilities:

Students are responsible for...

- Noting and understanding homework assignments.
- Completing homework.
- Returning homework to school on required day.
- Understanding that homework is an important part of their class work.

Parents are responsible for...

- Setting specific time and place.
- Checking to make sure student completes work.
- Helping with directions.
- Allowing the child to complete their own homework.
- Contacting child's teacher if concerns arise, student experiences difficulties, or enrichment assignments are needed.

Teachers are responsible for... -

Assigning homework.

- Providing homework explanation and direction.
- Evaluating student homework for completion, accuracy, and understanding.
- Notifying parents if students are having problems.
- Setting specific homework guidelines in each class.
- Sharing homework guidelines and responsibilities at the beginning of each school year.
- Not assigning "extra" homework as a punishment.

Careful professional consideration shall be given to the availability of proper resources in the home to complete out-of-school assignments.

While these guidelines and responsibilities alone cannot ensure success of a home study program, the Board of Education and Administration believe that enforcement will go a long way toward making homework the significant learning experience it should be.

Homework Policy Agreement

Student _____ Grade _____ School Year _____
School _____ Subject _____

Responsibility:

Students are responsible for-...

- Noting and understanding homework assignments.
- Completing homework.
- Returning homework to school on required day.
- Understanding that homework is an important part of their class work.

Parents are responsible for- ...

- Setting specific time and place.
- Checking to make sure student completes work.
- Helping with directions.
- Allowing the child to complete their own homework.
- Contacting child’s teacher if concerns arise, student experiences difficulties, or enrichment assignments are needed.

Teachers are responsible

for... -Assigning homework.

- Providing homework explanation and direction.
- Evaluating student homework for completion, accuracy, and understanding.
- Notifying parents if students are having problems.
- Setting specific homework guidelines in each class.
- Sharing homework guidelines and responsibilities at the beginning of each school year.
- Not assigning “extra” homework as a punishment.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Teacher Signature: _____

Date: _____

PARENT/STUDENT ACKNOWLEDGMENT OF STUDENT HANDBOOK

Student _____ Grade/Homeroom _____

We have received and read the Edison Local School Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. This handbook has been adopted by the Edison Local Board of Education and supersedes prior handbooks and other written material on the same subjects

Parent/Guardian Signature

Student Signature

Date