

RIPLEY UNION LEWIS HUNTINGTON SCHOOL DISTRICT



2024-2025 STUDENT HANDBOOK

STATEMENT OF NONDISCRIMINATION

The Ripley-Union-Lewis-Huntington Local Schools (RULH) affirms that equal opportunities are offered without regard to race, color, religion, sex (including sexual orientation and transgender identity), military status, national origin, disability, age, ancestry or genetic information of a person. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinators. This policy shall prevail over all Board policies concerning school employees and students.

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RULH Elementary & Jr./Sr. High School Students to Receive FREE Breakfast and Lunch in 24-25!

*RULH Students are eligible to receive a healthy breakfast & lunch at **NO CHARGE** per the community eligibility provision!*

SUMMARY for 24-25 School Year

RULH ELEMENTARY SCHOOL: FREE BREAKFAST & FREE LUNCH FOR ALL STUDENTS

RULH JR./SR. HIGH SCHOOL: FREE BREAKFAST & FREE LUNCH FOR ALL STUDENTS



IMPORTANT NOTE:

Parents will be asked to complete the Ohio Household Income form to ensure students receive other related benefits. If you have further questions, please contact your child's school.



RULH SCHOOL BOARD MEMBERS

Jeff Cluxton	President
Glenda Huff	Vice President
Amber Dudley	Board Member
Daniel Oberschlake	Board Member
Kim Stauffer	Board Member

RULH DISTRICT OFFICE

502 S. Second St. · Ripley, OH 45167 · (937) 392-4396

James L. Wilkins II	Superintendent
Zoie Garrett	Treasurer
Kim Myers	Assistant Treasurer
Karen Dunn	Executive Secretary
Lisa Patrick	Fiscal Clerk
Jeromie Phillips	Maintenance Supervisor
Bill Frazier	Transportation Supervisor
Amanda McFarland	Director of Curriculum/Student Services
Kim Maiberger	EMIS Coordinator

RULH ELEMENTARY SCHOOL (K-6)

502 S. Second St. Ripley, OH 45167 · (937) 392-1141

Joseph Pfeffer	Principal
Emily Marshall	Assistant Principal
Nicki Fulton	Secretary
Elaine Manning	Nurse
Regina Smith	Counselor
Special Services Office	937-392-7036
Kara Williams	Special Services/Title Director
Heather Hauke	Special Services Secretary
Betsy Drake	School Psychologist

RULH JR./SR. HIGH SCHOOL (7-12)

1317 S. Second St. • Ripley, OH 45167 • (937) 392-4384

Chris Young	Principal
Emily Marshall	Assistant Principal
Janet Dugan	Secretary
Christy Haitz	Secretary
Jasmine Osman	Counselor
Elaine Manning	Nurse
Technology Office	937-392-7032
Russ Curtis	Technology Director

WELCOME

Welcome to the Ripley Union Lewis Huntington School District. This handbook is for your use in making you aware of the rules, policies, and information necessary for a successful year. We urge you to read this book carefully and keep it handy for reference. Please contact your building principal or superintendent if you have any questions. We value your input and know that by working together, (students, parents, school staff and community), our school district will improve in its quality of education and you will be proud to say, "I am from the Ripley Union Lewis Huntington School District." Have a good year!!

RULH PHILOSOPHY

It is the belief of the Ripley Union Lewis Huntington School District that education is vital for the continuance of the American society as a free democracy. Education is also a function of the total society. Therefore, it is imperative that the public school and community strive to hold identical beliefs about that which is educationally valuable and work as a single positive unit toward the attainment of these goals.

It is also held that the ultimate aim of formal education is to aid in the developmental growth of the total human being capable of high self-actualization dedicated to the pursuit of truth and understanding, and capable of functioning as a positive, productive, creative human being within the context of our changing society.

RULH MISSION STATEMENT

The mission of the Ripley Union Lewis Huntington School District is to prepare all students to become productive global citizens who are career or college ready. The RULH School District will provide a strong educational foundation and learning experiences that will challenge all students to reach their fullest academic, social, and emotional potential. The RULH School District will provide a dynamic and rewarding educational system centered on student success, personal development, and preparation for life for all students.

JURISDICTION

The rules and regulations of this handbook begin when any RULH student boards the bus, enters and exits the school area, and exits the bus in the evening. They also pertain to all school-sponsored activities.

SchoolsPLP

The Personalized Learning Plan is a courseware program that not only provides core curriculum content, but also provides assessment tools to match skill levels of all students, whether on a developmental, remedial or enhanced track. The PLP program is designed for remediation, enrichment and/or credit recovery.

ANTI-HARASSMENT and NON-DISCRIMINATION POLICY (Policy 5517; ORC 4112.02; Revised 5/12/21)

General Policy Statement

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

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and 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.

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 the investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

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

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

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

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

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

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

Bullying -Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve: **A)** teasing; **B)** threats; **C)** intimidation; **D)** stalking; **E)** cyberstalking; **F)** cyberbullying; **G)** physical violence; **H)** theft; **I)** sexual, religious, or racial harassment; **J)** public humiliation; or **K)** destruction of property.

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

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

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

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

Sexual harassment may involve the behavior of a person of 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)** Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities. **H)** Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history. **I)** Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship. **J)** Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin. **K)** A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has

the effect of creating discomfort and/or humiliation to another) L) Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life. M) Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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.

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s)(hereinafter, "the Compliance Officer(s)").

High School Principal
(937) 392-4384
1317 S. Second St.
Ripley, OH 45167

Elementary School Principal
(937) 392-1141
502 S. Second St.
Ripley, OH 45167

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

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

The Compliance Officer(s) 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 Su-

perintendent 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 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(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Reports and Complaints of Harassing Conduct- Students and all other members of the School District community along with 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 report shall file it with the Compliance Officer within two (2) school days of receiving the report of harassment.

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

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01- Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the

grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that result from the Policy 2266 grievance process.

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

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

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

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

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

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

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

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

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

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

The Board's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following: **A)** Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent. **B)** Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the Respondent works or attends. **C)** If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution. While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer/designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving

the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

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

The Complainant may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District 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) 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 known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e. when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

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

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

should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

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

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

Although certain cases may require additional time, the Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include: **A)** interviews with the Complainant; **B)** interviews with the Respondent; **C)** interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations; **D)** consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

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

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

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

The decision of the Superintendent shall be final.

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

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

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

Privacy/Confidentiality-The District will employ all reasonable efforts to protect the rights of the Complainant, the 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. Additionally, the Respondent must be provided the Complainant's identity.

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

Sanctions and Monitoring-The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of

an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

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

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

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

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

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

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct-State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has

reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

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

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

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

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

Retention of Investigatory Records and Materials-The Compliance Officer (s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to: **A)** all written reports/allegations/complaints/grievances/ statements/responses pertaining to an alleged violation of this policy; **B)** any narratives that memorialize oral reports/allegations/ complaints/grievances/ statements/responses pertaining to an alleged violation of this policy; **C)** any

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

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

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

**ANNUAL NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS AND SPECIFIC EVENTS/ACTIVITIES
(Policy 8330; Revised 11/16/2023)**

STUDENT RECORDS

In order to provide appropriate educational services and programming, the

Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

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

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

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

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

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

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, su

ervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA: **A)** Persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and **B)** Contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

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

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

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

The Board authorizes the administration to: **A)** forward student records, including academic records, student assessment date, and disciplinary records including records pertaining to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, or alternatively send written notice to the requesting school if there is no record of the student's attendance. Records will be released upon condition that: **1).** a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; there is no record of the student having attended school in the District or the Board's annual notification -

Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer); **2).** within five (5) school days after receiving the request, either the student records shall be transmitted or a written notice will be provided if there is no record of the student's attendance; **3).** except as when expressly prohibited by law, the District is authorized to withhold grades and credits to enforce payment of outstanding fees and charges, and further, may withhold all of a student's school records if there is \$2,500 or more of outstanding debt attributed to the student, and will only release the records once the debt has been paid; **4).** the parent or eligible student, upon request, receives a copy of the record; and **5)** the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; **B)** forward student records, including disciplinary records including records pertaining to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student; **C)** forward student records, including disciplinary records including records pertaining to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request; **D)** provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances; **E)** report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration; **F)** release de-identified records and information in accordance with Federal regulations; **G)** disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction; Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or the student's family member's social security

number(s); religion; political party affiliation; voting history; or biometric information. While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure. **H)** disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities; The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16). The District will verify that the authorized representative complies with FERPA regulations. **I)** request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

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

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

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

DIRECTORY INFORMATION-Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major

field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; and/or awards received.

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

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

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within five (5) days after receipt of the Superintendent's annual public notice.

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

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

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

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

INSPECTION OF INFORMATION COLLECTION INSTRUMENT-The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least ten (10) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within five (5) business days of the principal receiving the request.

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

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following: **A)** college or other postsecondary education recruitment, or military recruitment **B)** book clubs, magazine, and programs providing access to low-cost literary products **C)** curriculum and instructional materials used by elementary and secondary schools **D)** tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments **E)** the sale by students of products or services to raise funds for school-related or education-related activities **F)** student recognition programs

The Superintendent is directed to prepare administrative guidelines so

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

The Superintendent shall also develop procedural guidelines for: **A)** the proper storage and retention of records including a list of the type and location of records; **B)** informing Board employees of the Federal and State laws concerning student records.

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

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

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

SAFE AT HOME/ADDRESS CONFIDENTIALITY PROGRAM- If a parent (or adult student) presents to the District a valid program authorization card issued by the Secretary of State certifying that the parent (or adult student), the parent's child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program, the Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic rec-

ords and files) or disclosing the student’s actual/confidential residential address when releasing student records. Since student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Board shall only list the address designated by the Secretary of State to serve as the student’s address in any student records or files, including electronic records and files. Further, the Board shall use the student’s designated address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student’s actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.

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

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

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

**ATTENDANCE POLICY FOR RULH SCHOOLS
(Policy 5200; Revised 11/17/2021)**

Every child of the age of six (6) to eighteen (18) must attend a school that conforms to the minimum standards prescribed by the Ohio Revised Code and the Ohio State Board of Education, in the district where the child resides for the full time it is in session. The Board of Education believes in the importance of good attendance, and that good attendance supports both school achievement and graduation. The Board of Education also believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

The following procedures are implemented in accordance with O.R.C. 3321.191. Their application to all students is done in cooperation with Brown County Juvenile Court and Children’s Protective Services.

To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy if applicable.

ORC has defined chronic absenteeism, habitual truancy and excessive absences as the following:

Legal Definitions under ORC 3321.191 (C)(1)			
	Consecutive Hours	Hours per School month	Hours per school year
Habitual Truancy	30 without Legitimate excuse	42 without Legitimate excuse	72 without legitimate excuse
Excessive Absences	--	38 with or without Legitimate excuse	65 with or without Legitimate excuse
Chronic Absenteeism	--	--	10% with or without legitimate excuse

DISTRICT RESPONSIBILITIES WHEN CHILD HAS EXCESSIVE ABSENCES

When a student has excessive absences from school, with or without a legitimate excuse the following will occur:

1. The district will notify the student’s parents in writing within seven days of the triggering absence;
2. The student will follow the district’s plan for absence intervention; and
3. The student and family may be referred to community resources.

DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the district will do the following:
 - A. Select members of the absence intervention team;
 - B. Make three meaningful attempts to secure the student's parent or guardian's participation on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days for continues to be excessively absent, the district will file a complaint in the juvenile court.

Please follow the attendance guidelines below to insure your child's attendance is reported appropriately.

1. When your son/daughter is absent *call the school* in the morning and report the absence. Parents should call the office by 8:30 A.M. on any day their child misses school. When the child returns to school, they should bring a note and attach doctor verification whenever possible.
2. It is the decision of the school whether reasons for absences are excused or unexcused. If after two (2) days a note is not received from the parents or legal guardian the day (s) of absence will be unexcused. Students are expected to make-up any missed work whether or not the absence is excused or unexcused in a timely manner. The student has an equal number of days to complete and submit make-up work (ex. If the student missed two (2) days of school, the student has two (2) days to submit make-up work) The building administrator has the right to assign the student additional time beyond the school day to complete missed work. **Needed at home is an unexcused absence.**

School officials determine the status of "excused" versus "unexcused". This decision is final and may supersede parent notes. The RULH Board of Education considers the following to be reasonable excuses for time missed at school: **A)** Personal illness **B)** appt. with a health care provider **C)** illness in the family **D)** quarantine of the home **E)** Death in the family **F)** necessary work at home due to parent absence **G)** religious holiday **H)** out-of-state travel **I)** such good cause as may be acceptable to the Superintendent **J)** medically necessary leave for a pregnant student per

policy 5751 **K)** service as a precinct officer in accordance with the program set forth in Policy 5725 **L)** college visitation **M)** absences due to student's placement in or change in foster care **N)** absences due to a student being homeless.

1. Up to five (5) parent notes may be permitted and accepted as an excused absence each semester . A physician's excuse will be required after the 5th absence.
2. In the event that a student suffers from a chronic illness and/or acute long-term illness, special considerations will be made. It is of extreme importance that parents/guardians contact and inform the principal of such illnesses so that an absence intervention plan can be created specifically for the student. Physician notes, makeup work, and other arrangements will be made on an individual basis.
3. Vacation trips and emergency work are not allowed without advance notice, then, limited to only five (5) days. Any parent/guardian requesting special arrangements for such purpose must request it at least 15 days before the date of absence, secure permission from the principal and have arrangements made with all teachers. This can be accomplished by processing the request with the Principal.
4. Morning tardy bell rings at 7:50 am for the Elementary School and 7:55 am for the Jr./Sr. High School. A "tardy" is defined as missing up to one and a half (1 1/2) hours in a school day, either at the beginning or end of the day. Students must be in attendance a minimum of three (3) hours per day to be counted as a "half-day" of attendance. **High School Only—every 6 "unexcused tardies" = Friday Night School or the equivalent.**
5. Attendance records will be thoroughly monitored on a routine basis. Unexcused absences, tardies and general attendance issues will be handled in a continual manner from year to year. In grades 7-12, if a student accumulates more than **65 hours** of total absences in a semester, he/she **will not** receive credit for the course. Parents will be notified of the non-credit status. In case of unusual circumstances, the student or parent may appeal in writing to the building principal, who will present the appeal to the attendance committee.
6. Students achieving non-credit status may continue to attend school. When this happens, a plan of action (contract) will be established between student, parents, principal, and attendance liaison to help the student achieve success for the remainder of the school term.

Early check-out Procedures- Early Check-out is discouraged. Even the last few minutes of the school day are devoted to instruction, important reminders, and a review of homework assignments. Parents are urged to make doctor's appointments after school hours. If it becomes necessary for a student to be dismissed early from school, parents should report to

the office and sign the student out. The following procedures are used to assure the safety of students who are released during the day.

- All students that leave during school hours must be signed out. If a student is to be released early, a written parental permission should be sent to the office stating the requested time of release.
- Students may only be signed out by adults that have been listed by the parent/guardian on the Emergency Medical form on file in the office. If the student's parent/guardian wishes to make changes to the adults on the list after submitting the original list at the beginning of the school year or during enrollment, they must come to the school office to do so. All persons signing out students must have picture ID.
- All students will be called to the office and then permitted to leave the school with the person signing out the student. Parents are not permitted to go to the classrooms to pick up a student.

It is important that all students begin with an excellent attendance record and maintain that record. Students and parents or guardians should routinely check their attendance record and monitor absences. Missing as little as two days a month can result in habitual truancy.

DEFINITION OF A FULL-TIME HIGH SCHOOL STUDENT

Students are expected to be enrolled on a full-time basis. With the compulsory school age being until a student turns 18 years of age, there is no such thing as a part-time student. There are several ways to fulfill this requirement:

1. Attend RULH HS on a full-time basis or
2. Attended SHCTC on a full-time basis (grades 11 and 12) or
3. Attend RULH HS part-time and SHCTC part-time or
4. Attend College Credit Plus on a full-time basis or
5. Attend RULH HS part-time and College Credit Plus part-time or
6. Attend the PLP Lab on a full-time basis (placed or recommended by Administration and only after meeting with parents and student)
7. Attend RULH HS classes part-time and the PLP Lab part-time.

**POSITIVE BEHAVIOR SUPPORT (JAYS)
BEHAVIOR EXPECTATIONS**

Elementary School	Jr./Sr. High School
Just show respect	Jays "R"
Always listen	Respectful
You should always try your best	Responsible
Smile and be a good friend	Ready

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT

We are committed to a high level of student achievement, which can only occur in an orderly environment. The staff at RULH Schools uses a school-wide positive behavior support system. The system focuses on common language and expectations for all students in common areas such as classrooms, hallways, cafeteria, playground, and restrooms. All expectations were collaboratively developed by the staff based on the school's Positive Behavior Support philosophy.

These expectations are in place at all times, whether students are in the classroom, a special class, the lunchroom, on the playground, participating in an athletic or extracurricular activity, or on a field trip.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION (Policy 5630.01; Revised 11/17/2021)

The Board of Education is committed to implementation of Positive Behavior Intervention and Supports (PBIS) framework on a District-wide basis and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Staff are directed to work to prevent the use of physical restraint and/or seclusion. The PBIS framework shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based academic and behavioral practices aimed at enhancing academic, social and behavioral outcomes for all students. An emphasis shall be placed on promoting positive intervention and solutions to potential crises. If a student's behavior, however, presents a threat of immediate physical harm to the student or others, staff may, as a last resort (i.e. there is no other safe and effective intervention available) and in accordance with the terms of this policy, use approved physical restraint or seclusion to maintain a safe environment.

All physical 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. Absent an emergency, only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

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

This Board shall annually notify parents of this policy and shall be published on the District's website.

DEFINITIONS

Aversive behavioral interventions means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as application of noxious, painful, and/or intrusive stimuli, including any form of noxious, painful or intrusive spray, inhalant, or taste or other sensory stimuli such as climate control, lighting, and sound.

Chemical restraint means a drug or medication used to control a student's behavior or restrict freedom of movement that is not: **A)** Prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional's authority under Ohio law, for the standard treatment of a student's medical or psychiatric condition; and **B)** Administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional's authority under Ohio law.

De-escalation techniques interventions that are used to prevent violent and aggressive behaviors and reduce the intensity of threatening, violent and disruptive incidents.

Functional behavior assessment ("FBA") is a school-based process for students with disabilities and students without disabilities that includes the student's parent and, as appropriate, the child, to determine why a child engages in challenging behaviors and how the behavior relates to the child's environment. Consent from the parent and, as appropriate, the child (eighteen (18) years of age or older), must be obtained at the initial Functional Behavior Assessment.

Mechanical restraint means any method of restricting a student's freedom of movement, physical activity, or normal use of the student's body, by using an appliance or device manufactured for this purpose. Mechanical restraint does *not* mean a device used by trained Student personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed, including: **A)** restraints for medical immobilization; **B)** adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; or **C)** vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Parent means: **A)** a biological or adoptive parent; **B)** a guardian generally authorized to act as the child's parent, or authorized to make decisions for the child (but not the State if the child is a ward of the State); **C)** an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; **D)** a surrogate parent who has been appointed in accordance with Ohio Administrative Code 3301-51-05(E); or **E)** any person identified in a

judicial decree or order as the parent of a child or the person with authority to make educational decisions on behalf of the child.

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

Physical restraint means the use of physical contact that immobilizes or reduces the ability of a student to move the student's arms, legs, body, or head freely. Physical restraint does *not* include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does *not* include brief physical contact for the following or similar purposes to: **A)** break up a fight; **B)** knock a weapon away from a student's possession; **C)** calm or comfort; **D)** assist a student in completing a task/response if the student does not resist the contact; or **E)** prevent imminent risk of injury to the student or others.

Positive Behavior Intervention and Supports (PBIS) means a multi-tiered, school-wide, behavioral framework developed and implemented for the purpose of improving academic and social outcomes, and increasing learning for all students. PBIS includes a decision-making framework that guides selection, integration, and implementation of evidence-based academic and behavior practices for improving academic and behavior outcomes for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

PBIS Leadership Team means the assigned team at the District and building level that plans, coaches and monitors PBIS implementation in the District and buildings. The PBIS Leadership Teams may include, but is not limited to, school administrators, teacher representatives across grade level and programs, staff able to provide behavioral expertise, and other representatives identified by the District or school such as bus drivers, food service staff, custodial staff, and paraprofessionals.

Prone restraint means physical or mechanical restraint while the student is in the face-down position.

Seclusion means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. It does not include a timeout.

Student means an individual enrolled in the District.

Student Personnel means teachers, principals, counselors, social workers, school resource officers, teacher's aides, psychologists, bus drivers, related service providers, nursing staff, or other District staff who interact directly with students.

Timeout means a behavioral intervention in which the student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS: The District will implement PBIS on a system-wide basis in accordance with R.C. 3319.46 and A.C. 3301-35-15. The District's PBIS framework involves comprehensive, school-wide data systems that enable monitoring of academic progress, behavioral incidents, attendance, and other critical indicators across classrooms. The administration is encouraged to use data-based decision making to select, monitor, and evaluate outcomes, practices, and systems. The PBIS framework further involves a school-wide investment in evidence-based curricula and effective instructional strategies, matched to student's needs, and data to further focus on improving staff climate and culture regarding the role of discipline in the classroom, by using positive and proactive communication and staff recognition. Finally, classroom practices shall be linked to and aligned with the school-wide system so progress monitoring can occur with fidelity and target outcomes. The PBIS framework will strive to enable accurate and sustainable implementation of practices.

As part of its implementation of the PBIS framework, the District will provide Student Personnel with appropriate professional development, engage in explicit instruction of school-wide behavior expectation, employ consistent systems of acknowledging and correcting behavior, create teaching environments designed to eliminate behavior triggers, and promote family and community involvement.

The PBIS framework shall apply to all students and staff, and in all settings. It shall include: **A)** school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur; **B)** functional behavior assessments that include: **1)** review of existing data; **2)** interviews with parents, family members, and students; and **3)** examination of previous and existing behavioral intervention plans; **C)** development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior, including: **1)** modification of environmental factors that escalate inappropriate behavior; **2)** supporting the attainment of appropriate behavior; and **3)** use of verbal de-escalation to defuse potentially violent dangerous behavior.

PROFESSIONAL DEVELOPMENT FOR IMPLEMENTATION OF PBIS

In order to successfully implement the PBIS framework on a District-wide basis, the Board shall provide or Student Personnel shall receive professional development as follows: **A)** the professional development will occur at least every three (3) years; **B)** the professional development must be provided by a building or District PBIS Leadership Team or an appropriate State, regional, or national source in collaboration with the building or District PBIS Leadership

Team; **C)** the trained PBIS Leadership team will provide the professional development in accordance with the District-developed PBIS training plan, which the Superintendent will develop; **D)** the Superintendent shall retain records of completion of the professional development; and **E)** the professional development will include the following topics: **1).** an overview of PBIS; **2).** the process for teaching behavioral expectations; **3).** data collection; **4).** implementation of PBIS with fidelity; **5.** consistent systems of feedback to students for acknowledgment of appropriate behavior and corrections for behavior errors; and **6.** consistency in discipline and discipline referrals. **F)** the training will be appropriately modified for the intended audience.

The Superintendent is charged with arranging for continuous training structures to be in place to provide ongoing coaching and implementation with fidelity

SECLUSION: Seclusion may be used only when a student's behavior poses an immediate risk of physical harm to the student or others and no other safe and effective intervention is available. Seclusion may be used only as a last resort to provide the student with an opportunity to regain control of the student's actions. Seclusion must be used in a manner that is age and developmentally appropriate, for the minimum amount of time necessary for the purpose of protecting the student and/or others from physical harm, and otherwise in compliance with this Policy and the Ohio Department of Education's (ODE) model policy.

Seclusion shall be implemented only by Student Personnel who are trained to protect the care, welfare, dignity and safety of the student, including trained to detect indications of physical or mental distress that require removal and/or immediate medical assistance. Student Personnel must document their observations of the student during the seclusion.

Additional requirements for the use of seclusion: If Student Personnel use seclusion, they must: **A)** continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern; **B)** use communication strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible; **C)** remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated; **D)** assess the student for injury or psychological distress after the use of seclusion, and monitor the student as needed following the incident; **E)** conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and **F)** complete all required reports and document their observations of the student; **G)** ensure safety of other students and protect the dignity and respect of the student involved; **H)** combine the use of seclusion with other non-physical interventions (which are always preferred) that will diminish the need for seclusion in

the future; **I**) if at any point the staff assess that the intervention is insufficient to maintain safety of all involved, contact emergency personnel; **J**) use seclusion for the least amount of time necessary.

Requirements for a room or area used for seclusion: A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility in order to allow Student Personnel to observe the student.

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

Additional prohibited seclusion practices: Seclusion shall not be used: **A)** for the convenience of staff; **B)** as a substitute for an educational program; **C)** as a form of discipline or punishment; **D)** as a substitute for other less restrictive means of assisting a student in regaining control; **E)** as a substitute for inadequate staffing; **F)** as a substitute for staff training in positive behavior intervention and supports framework and crisis management; or **G)** as a means to coerce, retaliate, or in a manner that endangers a student.

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

PHYSICAL RESTRAINT: Prone restraint, including any physical restraint that obstructs the airway of the student, or any physical restraint that impacts a student's primary mode of communication, is prohibited. Student Personnel may use physical restraint only as a last resort and in accordance with this policy and the requirements of A.C. 3301-35-15.

Physical restraint may be used only when the student's behavior poses an immediate risk of physical harm to the student and/or others and no other safe and/or effective intervention is available. The physical restraint must be implemented in a manner that is age and developmentally appropriate, does not interfere with the student's ability to breathe, does not interfere with the student's ability to communicate in the student's primary language or mode of communication, and otherwise in compliance with this Policy and the ODE's corresponding model policy.

Only Student Personnel trained in safe restraint techniques may implement physical restraint, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available. Student Personnel must be trained to protect the care, welfare, dignity, and safety of the student.

Additional requirements for the use of physical restraint: If Student

Personnel use physical restraint, they must: **A)** continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern; **B)** use communication strategies and research-based de-escalation techniques in an effort to help the student regain control; **C)** remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated; **D)** assess the student for injury or psychological distress after the use of physical restraint, and monitor the student as needed following the incident; **E)** conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and **F)** complete all required reports and document their observations of the student; **G)** implement in a manner that accommodates age and body size diversity; **H)** ensure safety of other students and protect the dignity and safety of the student involved; **I)** combine with other non-physical interventions (which are always preferred) that will diminish the need for physical intervention in the future; **J)** use the least amount of force necessary for the least amount of time necessary; **K)** if at any point the staff assess that the intervention is insufficient to maintain safety for all involved, contact emergency personnel.

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

Prohibited Restraint Practices: The following restraint practices are prohibited under all circumstances, including emergency safety situations: **A)** prone restraint; **B)** any form of physical restraint that involves the intentional, knowing, or reckless use of any technique that: **1).** Involves the use of pinning down a student by placing knees to the torso, head, or neck of the student; **2).** Uses pressure point, pain compliance, or joint manipulation techniques; **3).** Otherwise involves techniques that are used to unnecessarily cause pain; **4).** Causes loss of unconsciousness or harm to the neck or restricting respiration in any way; **5).** Involves dragging or lifting of the student by the hair or ear or any type of mechanical restraint; **6).** Involves securing a student to another student or fixed object. **C)** corporal punishment as defined in R.C. 3319.41; **D)** child endangerment as defined in R.C. 2919.22; **E)** deprivation of basic needs; **F)** seclusion or restraint of preschool-age students in violation of A.C. 3301-37-10(D) and A.C. 3301-35-15; **G)** mechanical restraint; **H)** chemical; **I)** aversive behavioral interventions; and **J)** seclusion in a locked room or area.

CONTACT LAW ENFORCEMENT AND/OR EMERGENCY RESPONSE PERSONNEL: In accordance with the Board's Emergency Management Plan (see Policy 8400), District personnel shall contact law enforcement and/or appropriate emergency response personnel if at any point they determine that an intervention (either a physical restraint or seclusion) is insufficient to maintain the safety of all involved.

**MULTIPLE INCIDENTS OF RESTRAINT AND/OR SECLUSION -
CONDUCTING A FUNCTIONAL BEHAVIORAL ASSESSMENT AND
DEVELOPING A BEHAVIOR PLAN**

After a student's third incident of physical restraint or seclusion in a school year, a meeting must occur within ten (10) school days of the third incident as follows: **A)** For a student who has been found eligible for special education services or has a 504 plan, the student's individualized education program or 504 team must meet to consider the need to conduct or develop a FBA or BIP, or amend an existing FBA or BIP. **B)** For all other students (i.e., students not described in the preceding paragraph), a team, consisting of the student's parent, an administrator or designee, a teacher of the student, a staff member involved in the incident (if not the teacher or administrator already invited), and other appropriate staff members must meet to discuss the need to conduct or review a FBA and/or develop a BIP. **C)** Nothing in this section is meant to prevent the completion of a FBA or BIP for any student who might benefit from these measures, but has fewer than three (3) incidents of restraint or seclusion. **D)** Nothing in this section is meant to prevent the District from conducting any evaluations or other obligations the staff feel are appropriate under the Individuals with Disabilities Education Improvement Act.

**TRAINING AND PROFESSIONAL DEVELOPMENT FOR USE OF CRISIS
MANAGEMENT AND DE-ESCALATION TECHNIQUES:**

The District shall provide training and professional development for the use of crisis management and de-escalation techniques that includes the use of restraint and seclusion. Specifically, the District shall annually train an appropriate number personnel in each building in evidence-based crisis management and de-escalation techniques, as well as the safe use of the physical restraint and seclusion. At a minimum, the training will cover the following topics : **A)** Proactive measures to prevent the use of seclusion or restraint; **B)** crisis management; **C)** documentation and communication about the restraint or seclusion with appropriate parties; **D)** the safe use of restraint and seclusion; **E)** instruction and accommodation for age and body size diversity; **F)** directions for monitoring signs of distress during and following physical control; and **G)** debriefing practices and procedures. The training will occur face-to-face and allow for a simulated experience of administering and receiving physical restraint so that participants can demonstrate proficiency in the topics identified above.

The Superintendent is charged with maintaining written or electronic documentation concerning the training provided that includes the following: **A)** the name, position, and building assignment of each person who has completed training; **B)** the name, position, and credentials of each person who has provided the training; **C)** when the training was complet-

ed; and **D)** what protocols, techniques, and materials were included in training.

As part of the required training, Student Personnel shall be trained to perform the following functions: **A)** identify conditions such as: where, under what conditions, with whom and why specific inappropriate behavior may occur; and **B)** use preventative assessments that include at least the following: **1).** A review of existing data; **2).** Input from parents, family members, and students; and **3).** Examination of previous and existing behavior intervention plans.

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

MONITORING AND COMPLAINT PROCEDURES

The Superintendent shall monitor the implementation of A.C. 3301-35-15 and this policy, and annually conduct a review of A.C. 3301-35-15 and this policy related to the use of PBIS, physical restraint, and seclusion. Additionally, the administration will annually notify parents of the District's policy and procedures related to the requirements of PBIS, physical restraint, and seclusion, including the following complaint process.

Any parent of a child enrolled in school in the District may submit a written complaint to the Superintendent regarding an incident of restraint or seclusion. The Superintendent shall investigate each written complaint and respond in writing to the parent's complaint within thirty (30) days of receipt of the complaint. The Superintendent will make reasonable efforts to have an in-person follow-up meeting with the parent.

A parent may also file a complaint with local law enforcement, the county department of job and family services, or the office of integrated student supports within the Ohio Department of Education. The procedures and timeline for filing a complaint with the Ohio Department of Education are outlined in A.C. 3301-35-15(L).

**REQUIREMENTS FOLLOWING AN INCIDENT OF SECLUSION OR
PHYSICAL RESTRAINT:**

Each use of physical restraint or seclusion shall be: **A)** reported to the building administration immediately; **B)** reported to the parent immediately; **C)** documented in a written report (see Ohio Department of Education's Model Restraint and Seclusion Debriefing Form).

A copy of the written report shall be issued to the student's parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. The District shall maintain the written report, including placing a copy of the written report in the student's file.

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

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

The administration shall develop a support plan for substitute teachers if they need assistance with PBIS or crisis management and de-escalation (including restraint and seclusion).

The Superintendent shall report information regarding the District's use of restraint and seclusion annually to the Ohio Department of Education in the form and manner prescribed by the Department as requested by that agency, and shall make the District's records concerning PBIS, restraint and seclusion available to the staff of the Ohio Department of Education upon request. *Adapted from the Ohio Department of Education's Positive Behavior Intervention and Supports and Restraint and Seclusion Model Policy and Procedures, issued June 2021.

BOOKS, MATERIALS, EQUIPMENT

Each student should care for textbooks, library books, materials, and equipment. If books/materials/equipment are lost or damaged, parents will be responsible for the payment to replace the item (s). Textbooks and equipment are expected to last for five years. Fees to replace damaged or lost textbooks or equipment will be assessed according to the following percentages as follows:

New	100% of cost
1-year-old	80% of cost
2 years old	60% of cost
3 years old	40% of cost
4 years old	20% of cost
5 or more year's	\$5.00 fee

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

(Policy 5517.01; Last Revision 12/17/2013)

Harassment, intimidation, or bullying behavior by any student in the Ripley-Union-Lewis-Huntington Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence

within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of: A) Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and, B) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

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

Types of Conduct: Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include: **A)** physical violence and/or attacks; **B)** threats, taunts, and intimidation through words and/or gestures; **C)** extortion, damage, or stealing of money and/or possessions; **D)** exclusion from the peer group or spreading rumors; **E)** repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as "cyber-bullying"), such as the following: **1).** posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries); **2).** sending abusive or threatening instant messages; **3).** using camera phones to take embarrassing photographs of students and posting them on-line/or otherwise distributing them; **4).** using web sites to circulate gossip and rumors to other students; and, **5).** excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers; and **F)** violence within a dating relationship.

The following procedures shall be used for reporting, investigating, and resolving complaints of aggressive behavior and/or bullying.

Complaint Procedures: Building principals, assistant principals, and the

Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 is encouraged to immediately report his/her concerns.

Teachers and other school staff, who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

All complaints will be promptly investigated in accordance with the following procedures:

Step 1: Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged

conduct, the target of the suspected aggressive behavior and/or bullying, and the names of any potential witnesses). If the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Step 2: The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

Step 3: If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

Retaliation/False Charges: Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated and may result in disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

Remedial Actions: Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to provide that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board's prohibition against "harassment, intimidation, or bullying."

Non-Disciplinary Interventions: When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidating, or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

Disciplinary Interventions: When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Police and Child Protective Services: Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services (CPS), according to the prescribed timelines. The School District shall also investigate for the purpose of determining whether there has been a violation of District Policy, even if law enforcement or CPS officials are also investigating. All School District personnel shall cooperate with investigations by outside agencies.

In addition to, or instead of, filing a bullying, harassment, or intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under other provisions of the Revised Code or law that may apply.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- A) Physical—hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B) Verbal—taunting, malicious teasing, insulting, name calling, making threats.
- C) Psychological—spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D) "Cyberbullying" - the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.org>)]

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical

characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

Physically harming a student or damaging a student's property.

Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property, or

Creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as **hazing**, consult Policy **5516**.

CAFETERIA

All RULH Schools offer a daily school breakfast and lunch program for students. Monthly menus are available on the district Child Nutrition webpage. The district participates in the National School Lunch Program sponsored by the USDA which provides a healthy and nutritional breakfast and lunch to all students.. The district participates in "offer vs. serve" federal and state breakfast and lunch programs.

OFFER VS. SERVE BREAKFAST:

What a Student Must Be Offered: The first requirement for a reimbursable breakfast is that all four (4) food components must be offered (made available) to all students. The four (4) components that must be offered consist of:

- one serving of fluid milk;

- one serving of vegetable/fruit, or 100% fruit juice or vegetable juice,
- and either two servings of grains OR one serving of meat/meat alternate and one serving of grains.

The second requirement is that the serving size of those four (4) required food components must equal the minimum quantities specified in the School Breakfast Meal Pattern Requirement.

What a Student Must Take: For breakfast to be reimbursable under offer vs. serve, a student must take full portions of at least three (3) of the four (4) food components offered. Breakfast must be priced as a unit and the same price charged whether three (3) or four (4) components are taken. Students are required under the School Breakfast Program to take at least one full serving of a fruit or vegetable as one of their meal components.

OFFER VS. SERVE LUNCH:

What a Student Must Be Offered: The first requirement for a reimbursable lunch under offer vs. serve is that all five (5) food components must be offered (made available) to all students. The five (5) components that must be offered consist of:

- One serving of meat/meat alternate in the adjusted quantity and portion size by age or grade
- One serving of vegetables to total the minimum quantity and portion size by age or grade
- One serving of fruits to total the minimum quantity and portion size by age or grade
- One serving of grains in the adjusted quantity and portion size by age or grade
- One serving of fluid milk in the adjusted quantity and portion size by age or grade

The second requirement is that the serving size of each of the five (5) food components must equal the minimum quantities specified by USDA Federal National School lunch program requirements. The third requirement is that the lunch must be priced as a unit and students may take three (3), four (4), or all five (5) components for the same price.

What a Student Must Take: For a lunch to be reimbursable, a student must take the full portions of no fewer than three (3) of the five (5) food components offered. Students are required under the National School Lunch program to take one full serving of a fruit or vegetable as one of their required meal components. All portion/serving sizes are based on guidelines set by the USDA Federal National school lunch program and school breakfast program.

Students may have the option to purchase a-la-carte items (i.e. ice cream) during lunch. Students wishing to purchase a-la-carte items must pay for those items separately from the regular lunch.

TYPE A MEAL STUDENT PRICES FOR 2024-2025

Building	Reduced	Full
Breakfast and Lunch is free to all students at all buildings.		
Additional Student Breakfast at each bldg.		\$1.85
Elementary School	\$0.40	\$2.95
Jr./Sr. High Schools	\$0.40	\$3.00
Ala Carte Milk and Juice (All buildings)	\$0.50	\$0.50
Adult Breakfast		\$2.45
Adult Lunch		\$3.85
Adult Salad per pound		\$6.00

CHARGING GUIDELINES

For definition purposes, meals, as previously defined, are a complete lunch and a la carte items are incomplete meals and/or extra food items. It is the responsibility of the parent/student to keep adequate money in their account; however, the parent/student will be advised when the account is depleted and the student is going into “emergency charge” limitation mode.

The child nutrition department allows the emergency charge limitation to be based on two meals (\$6.00 for paid meals or \$0.80 for reduced meals) maximum charging limit for meals per student account. No Charging is allowed for a la carte items.

Students may see their account balance on a daily basis as they reach the cashier station. Parents/guardians may obtain account information by contacting the student’s school or the Child Nutrition Department.

A la carte items and additional entrée choices are offered in the middle school and high schools as alternatives for students unless otherwise noted on menu. Food items will be individually priced. The prices for these foods will be more because there is no state or federal reimbursement for these items. All students will pay for a la carte items. Charging of a la carte items will not be permitted, regardless of meal eligibility benefits.

MEAL BENEFITS

To receive FREE or REDUCED MEALS, one application per household regardless of number of students in household must be completed by a parent, guardian, foster parent, or emancipated student, and returned to the school office to determine eligibility. Applications are available throughout the year in the principal’s office, administrative office, or the district website. Applications can be completed at any time throughout the school year. Incomplete applications cannot be processed or approved. There will be a 30-day grace period to start each school year to give parents/

guardians time to complete and return current year meal applications, as well as giving the child nutrition department time to process each application. It is the responsibility of the parent/guardian to cover any charges that may accrue during that time. If a new application is not received within that 30-day grace period, student's' status will change to full pay until a new current application is completed and processed. It will be the parent/guardian responsibility to cover any charges during that time.

MEAL ALTERNATIVES

If desired, the student may bring lunch from home. Milk, juice, and other items can be purchased in the cafeteria to supplement the meal if desired.

CAFETERIA ETIQUETTE

The cafeteria is a place to eat and talk quietly. Students are expected to go through the cafeteria line in an orderly manner. Line jumping is not permitted and could lead to disciplinary action. Good manners are expected at breakfast and lunch. Students should clean up any litter and report any spills to a cafeteria worker. No food is to be taken out of the cafeteria unless arrangements are made by the teacher (s). Students are not permitted to purchase non USDA approved drinks from vending machines during school. Alternative beverage options are available at the high school and all building offer portable water on request. Taking items without paying is considered stealing and disciplinary steps will be taken according to each building’s disciplinary policy.

CLOSED CAMPUS

The Ripley Union Lewis Huntington Schools are **closed campus facilities**. Students may bring meals from home or purchase from the school food service cafeteria. Parents and/or students may not have food delivered to the school from any establishment. Students may NOT leave the school premises for meals. All students eat at school by purchasing meals from the cafeteria or they may pack their lunch from home. **BRINGING OR HAVING FOOD ORDERED AND DELIVERED TO THE SCHOOL VIOLATES BOARD POLICY. Disciplinary action could be enforced based upon each building’s policy.**

CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

(Policy 5136; Revised 7/09/2024)

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), and/or other web-enabled and Bluetooth devices of any type. (e.g. smartwatches, earbuds, etc.)

To support school environments in which students can fully engage with their classmates, their teachers and instruction, the Board of Education

has determined the use of PCDs by students during the school day should be limited. The objective of this policy is to strengthen RULH Local School District's focus on learning, in alignment with our mission to ignite student's passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

Students are prohibited from using PCDs upon entering the school building at the beginning of the school day and until they exit the school building when the school day ends. During the school day, PCDs must be stored in a secure location designated by the building principal. Students may use PCDs, as designated by the principal, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and may not be on his/her person (e.g. stored in a secure location designated by the building principal such as a school assigned locker).

Although PCDs may be used by students, if permitted by the principal and/or teacher, the district does not support use of these devices, nor will these devices be connected to the district network or resources.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

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

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal. An example would be if a student has a special health/medical circumstance documented by a license medical professional and pre-approved by the school principal and/or school nurse. Said student would be permitted to use a PCD to monitor or address the health/medical concern.

Except as authorized by a teacher, administrator or IEP team, students are

prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and Principal are authorized to determine specific locations and situations where use of a PCD is absolutely prohibited.

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

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

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e.,

sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

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

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. (Refer to AG#5136 regarding discipline) The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

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

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

Parents/Guardians are advised that the best way to get in touch with their

child during the school day is by calling the school office.

CHEATING

Any form of copying work from another person is considered cheating. When a student is found guilty of cheating the first time, he/she will automatically receive no credit for the work involved. The teacher or principal will determine appropriate disciplinary action. The second time the student may fail the class for the grading period. In extreme cases the student may fail the subject for the entire year.

CLASSROOM INTERRUPTION

Our goal at RULH Schools is to ensure that all students and teachers are engaged in meaningful instruction during the school day. We are asking for your help to protect instructional time and avoid classroom interruptions. Please help us protect the instructional time by abiding by the following guidelines:

- If you need to speak with your child's teacher, please make arrangements to set up a 10-15 minute appointment during the teacher's planning time.
- Teachers are only free to meet with parents during the non-instructional part of the school day. You can also leave a voice mail message, send an e-mail, or write a note to request a conference.

If you need to give your child a message, homework, lunch money, supplies, etc. the office staff will take care of this for you.

CLOSING FOR INCLEMENT WEATHER

When it is determined by the superintendent that the weather and road conditions are unsafe to the extent that a sizeable portion of the bus routes cannot be traveled safely, school will be closed until conditions improve sufficiently to resume school. Notification will be made by School Messenger and by announcements over area radio and television stations.

Parents should make advance preparations for children in the event of inclement weather schedule changes. Please listen to local radio and television stations for announcements about school closings, delayed openings or early closings. **AVOID CALLING THE SCHOOL FOR THIS INFORMATION.**

- **2 Hour Delay** – A 2 hour delay will mean that buses, building opening, and the beginning of school will begin two hours later than the regular schedule. **Breakfast will be served when observing a 2 hour delay.**
- **Early Dismissal** – Should weather conditions begin to deteriorate during the school day, and it is determined that road conditions are

becoming hazardous, school will be dismissed early. Parents must make arrangements on a form provided to them at the beginning of school regarding the destination of their child if school is dismissed early.

COMPUTERS/LOCAL AREA NETWORK INTERNET USE

Access to computers and technology is a privilege and students are expected to respect equipment, software and/or privacy of other computer users. Students and parents must read and sign the Acceptable Use Policy signifying understanding of their responsibilities as a computer/network user and the software code of ethics. In addition, Internet Use Agreements must be signed before students will be allowed to access Internet services. Once signed the form will be good for the upcoming school year unless parents notify the school there is a change in status. Should students commit any violations, access privileges may be revoked. School disciplinary and/or appropriate legal action may be taken. The complete policy is available at the end of this Student Handbook under "7540.03 - Student Education Technology Acceptable Use and Safety."

CUSTODY/LEGAL DOCUMENTATION

Legal documentation must be filed with the school concerning all custody issues. Parents are to inform the school anytime the custody of a child changes (SB - 140 requires this information). School officials must be presented with the most recent copy of court orders pertaining to a child's custody.

- If a parent has no visitation rights or custodial rights, then a court document must be in place in the office stating the custodial arrangements.
- If a parent is listed on the birth certificate, they have the right to visit or have the child released to them unless proper documentation is on file to deny that access.
- Omitting their name from the emergency medical form or verbally denying them access will **NOT** be sufficient.
- RULH Schools **WILL NOT** interject itself in a custody or visitation dispute between two parents.

The school system will give to non-custodial parents, upon request, all information required under the Family Educational Rights and Privacy Act unless there is a valid court order directing the school system not to divulge such information.

Non-Custodial Parents - a divorce or change in custody does not change the rights of a natural parent to have access to their child's records. A non-custodial parent may request and receive a copy of the child's records; however, stepparents have no rights to records, reports, or conferences unless the custodial parent grants these rights.

DANCES

The following rules will apply to all school dances at Jr./Sr. High School:

- 1.No student or guest may attend a dance when on an out of school suspension or expulsion or have previously been removed from a school sponsored activity due to drugs or alcohol.
- 2.All students attending a dance must be in attendance at school the entire day of the dance. All students attending a dance on Saturday must be in attendance at school the entire day before the dance. Any exceptions must be approved by the building principal.
- 3.Dance times and dates must be approved by the building principal.
- 4.Students will be admitted to dance up to one hour after the start time. Students leaving the building during the dance will not be readmitted.
- 5.Regular school rules apply to all dances.
- 6.Participation in dances is a privilege. Students must be in good standing as determined by the principal to participate in dances. Participation may be denied based upon outstanding school fees/dues.

SR. HIGH SCHOOL ONLY: Students may not invite any guest, 21 years of age or older, to any dance. All guests must provide picture ID cards and the appropriate form completed five (5) days before the dance.

JR. HIGH SCHOOL ONLY: Only RULH Jr. High School students may attend dances. Dances are closed to outside guests. Students may not invite any guest who is not an RULH Jr. High School student.

Special Dances: HOMECOMING

This is a semi-formal dance that is for grades 9-12 only. Guests, at least in the 9th grade and under the age of 21, are permitted providing proper pre-registration is completed. Students from other schools and all guests must provide picture ID cards and the appropriate form completed 5 days before the dance.

Special Dances: PROM

This is a formal dance that is for grades 11 and 12 only.

- Guests, at least in the 9th grade and under the age of 21, are permitted providing proper pre-registration is completed. Students from other schools and all guests must provide picture ID cards and the appropriate form completed 5 days before the dance. Guests cannot be a freshman/sophomore/junior/senior that has not met the requirements to attend the prom. Persons who are age 21 or older may not participate in prom or Grand March as the guest or date of a student.
- All juniors and seniors are so classified for the purposes of attendance to prom on the first day of school.
- Seniors in good standing will be invited to the prom. They will be permitted to invite one guest.
- Juniors that participate in the fund-raising activities for prom and are in good standing will be also invited to the prom and will be permitted to

invite one guest.

- Juniors, with the approval of the prom sponsor (s), will make all the decisions about the prom.
- The prom court will be chosen by the juniors and seniors from those students eligible to attend the prom.
- Prom is a formal dance and appropriate dress is required.
- RULH students must have class dues paid in full to attend the prom.

DIRECTORY INFORMATION

The Family Rights and Privacy Act provides for directory information to be released without written consent of the student or parent. Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or school-assigned e-mail accounts for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. **Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.**

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. **A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student.**

DRIVING AND PARKING REGULATIONS

- **The cost of registration is \$20.00.**
- Driving to school is a privilege. To maintain this privilege, the student must comply with the rules and regulations of student drivers.
- All automobiles, including mopeds and motorcycles, must be registered in the principal's office.
- Parking permits must be displayed on the back of the rear view mirror.
- Vehicles are to be parked in designated areas **only**.
- Autos are not to be driven, or sat in, during school hours with the ex-

ception of CCP students (which are required to sign out at time of departure).

- Students must drive in a safe manner to, from and at school. The school district will not be responsible for damage or theft of the vehicle or its contents.
- Any student that becomes a habitual attendance issue may have their driving privileges revoked.
- Student drivers and passengers will be monitored for proper seat belt usage.

Failure to follow the above regulations may result in the following:

1. First parking and/or driving offense will result in a warning.
2. Second parking and/or driving offense will result in a telephone call and/or letter to parents/guardian.
3. Third parking and/or driving offense will result in a revocation of driving privileges for three (3) days.
4. Fourth parking and/or driving offense will result in a revocation of driving privileges for five (5) days.
5. Fifth parking and/or driving offense will result in a revocation of driving privileges for 1 year from the date of the 5th offense.

EDUCATIONAL OPTIONS

All educational options including summer school, PLP, College Credit Plus, and flex credit must be approved by the Principal prior to the student enrolling in the course. These options can be explained to the student and their family by the Guidance Counselor. The Principal must submit any such option to the Superintendent for final approval.

FIELD TRIPS

Field trips are conducted throughout the school year and are tied to educational experiences students are having in the classroom. To help make this activity worthwhile and rewarding, please adhere to the following guidelines and rules:

1. Students must have a signed permission slip to be allowed to go. The signed permission slip does not remove any liability from the teacher or school.
2. The school reserves the right to deny individual student participation on a field trip due to misconduct, poor attendance, and/or poor academic performance at school.
3. Parents who wish to chaperone on field trips must complete a background check through the district office. The background check will be valid for purposes of carrying out volunteer activities until such time as your child leaves the RULH school system. Chaperoning parents may not bring younger children and must abide by all school rules and policies. Only school approved chaperones may ride the

bus on a field trip.

4. The school nurse must be provided with current medications for each child, if applicable, prior to the date of the field trip. If the medications are prescribed a doctor's order must accompany the medication when given to the nurse. The school nurse will then make sure that the child's teacher, or field trip sponsor, has the medication on the trip in case of emergency. Without essential medication students may not be allowed to go on field trips.

Student can return home with parent if prior arrangements have been made with the school and the parent signs the child out.

We ask that you sign a "permission to walk" at the bottom of the student information sheet and turn in at the beginning of the year to all homeroom teachers. This allows the students to walk to or participate in local educational field trips.

FUNDRAISING PROJECTS

Fundraising projects must be school sponsored. Any projects must have prior approval of the principal's office. Under no circumstances are students to sell, trade or buy items at school without the principal's approval.

GRADING SYSTEM

All class work and exams that are graded on a percentage scale can be translated into the following letter scale:

90-100=A	P=Passing
80-89=B	I=Incomplete
70-79=C	
60-69=D	
0-59=F	

All grades will be reported on report cards as percentage grades, except for pass/fail classes and the awarding of a P in an academic class that the students would have otherwise failed, but the instructor believes the student has achieved to the best of his/her ability.

GRADUATION

(Policy 5460; Revised 5/16/2023)

All RULH High School students are expected to graduate in 4 years. The Principal, Guidance Counselor and graduation coaches will monitor the progress of students beginning in grade 9. All graduating students must:

- Have the necessary credits (24) as determined by the RULH Board of Education
- Must meet all Ohio Department of Education requirements in order to graduate.

- No student shall be eligible to graduate high school as the Valedictorian and/or Salutatorian unless the student has completed the requirements for an academic honors diploma, set forth by the Ohio Department of Education.
- Early Graduation: Please contact the school counselor and refer to Board Policy #5408

SUBJECT	CREDITS REQUIRED
English Language Arts	4
Health	1/2
Physical Education	1/2
Mathematics (must include 1 unit of Algebra II or the equivalent)	4
Science (must include 1 unit of physical sciences, 1 unit of life sciences, and 1 unit advanced study in one or more of: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or Space science)	3
Social Studies (for students entering ninth grade after July 1, 2017, must include at least one-half (1/2) unit in world history and civilizations)	2
History and Government (must include one-half (1/2) unit of American History and one-half (1/2) unit of American Government)	1
Fine Arts , including music	1
Financial Literacy	1
Electives (must include one (1) or any combination of foreign language, business, career-technical education, family and consumer sciences, technology, agricultural education, a junior reserve officer training corps (JROTC) program approved by the U.S. Congress, or English language arts, mathematics, science or social studies courses not otherwise required.)	7

All students must receive instruction in economics and financial literacy during Grades 9 - 12.

HEALTH SERVICES

INJURIES OR ILLNESS AT SCHOOL. Any student who is injured or becomes ill at school should report that fact to the teacher in charge, who will refer those cases needing further attention to the office. In consulta-

tion with the parent, a determination will be made if the student is able to remain in school, should be sent home, or needs immediate medical attention. If a decision is made to send the student home, school personnel will make the necessary contacts and release the student. Students will not be permitted to go home unless permission has been obtained from parent/guardian and/or there is a responsible adult at home to care for the student. A student must be fever free for 24 hours, without a fever reducing medication, to return to school

Reminder: It is very important we are able to locate you at anytime. Please list phone numbers of a person who would know your whereabouts and who may pick up your child when she/he is ill, on the emergency medical form. The information on the emergency medical form needs to be updated and kept current throughout the school year.

ADMINISTERING MEDICATION AT SCHOOL: School personnel will not administer any medication at school unless regular classroom attendance is impossible without medication. When students must take over-the-counter or prescription medication at school, the following procedures must be followed.

The parent, guardian, or other person having care or charge of the student must submit a written request to school officials that the drug be administered to the student. This is the Parental Authorization and Release Form.

For Prescription Medications: The physician who prescribed the medication must submit a written statement (Physician's Request for Administration of Prescription Medication by School Personnel) to school officials that includes all of the following information:

- 1) The name and address of the student
- 2) The school and grade in which the student is enrolled.
- 3) The name of the drug and the dosage to be administered.
- 4) The times or intervals at which each dosage of the drug is to be administered.
- 5) The date the administration of the drug is to begin.
- 6) The date the administration of the drug is to stop.
- 7) Any severe adverse reactions that should be reported to the physician.
- 8) Special instructions for administering the drug, including sterile conditions and storage/refrigeration.

In special situations, students may be permitted to carry medication (for example, asthma inhalers, epinephrine, diabetic medication) if the proper forms have been completed by the parent and physician and submitted to the school nurse and building principal. See Board Policy 5330 for more information, or check with the school nurse.

The parents, guardian, or other person having care or charge of the student must submit to the school officials, a revised statement signed by the physician who prescribed the drug if any of the information provided by the physi-

cian changes.

When the school nurse is out of the building or is unable to administer medication at the designated time, the school principal or their designee will administer the prescribed medication and document it.

HOMELESS STUDENTS (Policy 5111.01; Revised 3/21/2018)

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that impact homeless students or those who may be a member of any of the Protected Classes (Policy 2260).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include those who meet any of the following criteria: **A)** Share the housing of other persons due to loss of housing, economic hardship, or similar reason. **B)** Live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations. **C)** Live in emergency or transitional shelters. **D)** Are abandoned in hospitals. **E)** Have a primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, or **F)** Live in a car, park, public space, abandoned building, substandard housing, bus, or train station, or similar setting.

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-F above are also considered homeless.

Services to Homeless Children and Youth

The District will provide services to homeless students that are comparable to other students in the District, including:

- A) transportation services;
- B) public preschool programs and other educational programs and services for which the homeless student meets eligibility criteria including:
 - 1) programs for children with disabilities;
 - 2) programs for English Learners (ELs) (i.e., students with Limited English Proficiency (LEP));
 - 3) programs in career and technical education;
 - 4) programs for gifted and talented students;
 - 5) school nutrition programs; and

- 6) before - and after-school programs.

School Stability

Maintaining a stable school environment is crucial to a homeless student's success in school. To ensure stability, the District must make school placement determinations based on the "best interest" of the homeless child or youth based on student-centered factors. The District must:

- A) continue the student's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or
- B) enroll the student in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend

When determining a child or youth's best interest, the District must assume that keeping the homeless student in the school of origin is in that student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or the student if he or she is an unaccompanied youth. The school of origin is the school the student attended or enrolled in when permanently housed, including a public preschool. The school of origin also includes the designated receiving school at the next level for feeder school patterns, when the student completes the final grade level at the school of origin.

When determining the student's best interest, the District must also consider student-centered factors, including the impact of mobility on achievement, education, health, and safety of homeless students and give priority to the request of the student's parent or guardian, or youth (if an unaccompanied youth). The District also considers the school placement of siblings when making this determination.

If the District finds that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or unaccompanied youth, the District must provide the individual with a written explanation and reason for the determination in a manner and form understandable to the parent, guardian or unaccompanied youth. This written explanation will include appeal rights and be provided in a timely manner.

Immediate Enrollment

The District has an obligation to remove barriers to the enrollment and retention of homeless students. A school chosen on the basis of a best interest determination must immediately enroll the homeless student, even if the student does not have the documentation typically necessary for enrollment, such as immunization and other required health records, proof of residency, proof of guardianship, birth certificate or previous academic records. The

homeless student must also be enrolled immediately regardless of whether the student missed application or enrollment deadlines during the period of homelessness or has outstanding fines or fees.

The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant academic or other records. If the student needs immunization or other health records, the enrolling school must immediately refer the parent, guardian or unaccompanied youth to the local liaison, who will help obtain the immunizations, screenings or other required health records. Records usually maintained by the school must be kept so that they are available in a timely fashion if the child enters a new school or district. These records include immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs. Procedures for inter-State records transfer between schools should be taken into account in order to facilitate immediate enrollment.

In addition, the District will also make sure that, once identified for services, the homeless student is attending classes and not facing barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs (if available).

Transportation

The District provides homeless students with transportation services that are comparable to those available to non-homeless students. The District also provides or arranges for transportation to and from the school of origin at the parent or guardian's request, or the liaison's request in the case of an unaccompanied youth. Transportation is arranged promptly to allow for immediate enrollment and will not create barriers to a homeless student's attendance, retention, and success.

- A) If the homeless student continues to live in the District, where the school of origin is located, transportation will be provided or arranged for the student's transportation to or from the school of origin.
- B) If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin (which is in the District), the District and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs will be shared equally.
- C) When the student obtains permanent housing, transportation shall be provided to and from the school of origin until the end of the school year.

The District determines the mode of transportation in consultation with the parent or guardian and based on the best interest of the student.

In accordance with Federal law, the above transportation requirements still apply during the resolution of any dispute. The District will work with the State to resolve transportation disputes with other districts. If the disputing district is in another State, the District will turn to the State for assistance as Federal guidance says that both States should try to arrange an agreement for the districts.

Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. If a dispute arises between a school and a parent, guardian or unaccompanied youth regarding eligibility, school selection, or enrollment of a homeless student, the District must follow its dispute resolution procedures, consistent with the State's procedures. If such a dispute occurs, the District will immediately enroll the homeless student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals. The student will receive all services for which they are eligible until all disputes and appeals are resolved.

Pursuant to State, District and Board of Education policies, the District will provide the parent, guardian or unaccompanied youth with a written explanation of all decisions regarding school selection and enrollment made by the school, District, or State, along with a written explanation of appeal rights.

The District's notice and written explanation about the reason for its decision will include, at a minimum, an explanation of how the school reached its decision regarding eligibility, school selection, or enrollment, including 1) a description of the proposed or refused action by the school, 2) an explanation of why the action is proposed or refused, 3) a description of other options the school considered and why those options were rejected, 4) a description of any other relevant factors to the school's decision and information related to the eligibility or best interest determination such as the facts, witnesses, and evidence relied upon and their sources, and 5) an appropriate timeline to ensure deadlines are not missed. The District must also include contact information for the Liaison and the State Coordinator, and a brief description of their roles. The District will also refer the parent, guardian or unaccompanied youth to the Liaison, who will carry out the dispute resolution process.

The District ensures that all decisions and notices are drafted in a language and format appropriate for low-literacy, limited vision readers, and individuals with disabilities. For children and youth and/or parents or guardians who are English learners or whose dominant language is not English, the District will provide translation and interpretation services in connection with all phases of the dispute resolution process pursuant to Federal laws. The District will also provide electronic notices via email if the parent, guardian or unaccompanied youth has access to email followed by a written notice provided in person or sent by mail.

Homeless Children in Preschool

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs, including Head Start programs, administered by the District. Additionally, the homeless child must remain in the public preschool of origin, unless a determination is made that it is not in the child's best interest. When making such a decision on the student's best interest, the District takes into account the same factors as it does for any student, regardless of age. It also considers pre-school age specific factors, such as 1) the child's attachment to preschool teachers and staff; 2) the impact of school climate on the child, including school safety; the quality and availability of services to meet the child's needs, including health, developmental, and social-emotional needs; and 3) travel time to and from school.

The District must also provide transportation services to the school of origin for a homeless child attending preschool. It is the District's responsibility to provide the child with transportation to the school of origin even if the homeless preschooler who is enrolled in a public preschool in the District moves to another district that does not provide widely available or universal preschool.

Public Notice

In addition to notifying the parent or guardian of the homeless student or the unaccompanied youth of the applicable rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school. In addition, the District shall post public notice of the McKinney-Vento rights in places that homeless populations frequent, such as shelters, soup kitchens, and libraries in a manner and form understandable to the parents and guardians and unaccompanied youths.

Records

The local liaison will assist the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained, subject to the protections of the Family Educational Rights and Privacy Act (FERPA) and Policy 8330, and in such a manner so that they are available in a timely fashion and can be transferred promptly to the appropriate parties, as required. Pursuant to the McKinney-Vento Act, information regarding a homeless student's living situation is not considered directory information and must be provided the same protections as other non-directory personally identifiable information (PII) contained in student education records under FERPA. The District shall incorporate practices to protect student privacy as described in AG 5111.01, AG 8330, and in accordance with the provisions of the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA).

No Board policy, administrative procedure, or practice will be interpreted or

applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

¹ According to nonregulatory guidance from the U.S. Department of Education (ED), standards for adequate housing may vary by locality. Please see ED guidance for factors to consider when determining whether a child or youth is living in "substandard housing."

Note: Education for Homeless Children and Youth Programs, Non-Regulatory Guidance, U.S. Department of Education (ED), Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act, at A-3 (July 27, 2016)

INTERIM REPORT/PROGRESS REPORT/REPORT CARDS

Interim and progress reports are used by teachers to report student progress at the mid-point of a grading period. The purpose of the interim report is to help parents identify the student's strengths and weaknesses and to help the teacher evaluate and plan instruction accordingly. Conferences are encouraged to discuss student strengths and weaknesses. Parents are encouraged to schedule a conference on one of the designated Parent/Teacher Conference dates, or they may schedule a conference any time by calling the student's teacher and setting up an appointment.

Report cards and progress reports are issued four times a year at nine-week intervals.

Parents are encouraged to monitor their student's grades on a regular basis online using Progress Book. Information necessary for setting up an account is available in each school's office.

INTERROGATION OF STUDENTS (Policy 5540; Revised 9/18/2007)

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies.

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. In order to avoid disruption of the learning environment and the student's class schedule, such interviews should take place during a student's study hall period, if at all possible.

Investigation of Child Abuse/Neglect by a Public Children's Services Agency or Law Enforcement Agency: Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or law enforcement agency in accordance with Board Policy **8462**.

At the request of the building administrator, an official of a public children's services agency or law enforcement agency may interview a student on

school property during school hours in order to investigate a claim of child abuse/neglect involving such student or a member of the student's family. If neither the student nor a member of his/her family is the subject of the child abuse/neglect investigation, such agency should contact the student during non-school hours and investigate the matter off school property, if at all possible, unless the alleged child abuse took place on school property and/or involves an emergency situation.

If the student (or a member of his/her family) is the subject of a child abuse/neglect investigation, or the student is being interviewed regarding alleged child abuse that took place on school property or involves an emergency, the building administrator shall attempt to contact the parent prior to questioning, and s/he will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

If an agency investigating child abuse/neglect indicates that the parent is believed to be the perpetrator, the building administrator will not contact either parent prior to the interview. The building administrator (or designee) will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

Investigations of Violations of Law by Law Enforcement Agencies: Such agencies should contact a student during non-school hours and investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property during school hours at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

Before the student (s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the agency.

In those circumstances when an interrogation may expose a student to criminal charges, the building principal should also verify that the student(s) has been informed of his/her right to refuse to answer questions, to be informed that anything s/he says may be used against him/her in court, and to consult with and be advised by legal counsel.

Notification and Release of Records: Attempts to notify the parents regarding investigations of child abuse/neglect and other law enforcement investigations should be documented diligently.

When an authorized law enforcement officer or public children's services agency removes a student, the building administrator shall notify the parent and the Superintendent.

No school official may release personally identifiable student information in education records to the police or public children's services agency without prior written permission of the parent, a lawfully-issued subpoena, or a court

order. (See Board Policy **8330**).

LOITERING AND TRESPASSING

Loitering and Trespassing is defined as willful presence in the school building or on school grounds at times when a student does not have a regularly assigned class or is not involved in regular school activity. Any student returning to school during school hours, after their scheduled classes are over (unless in a supervised activity) must report to the principal's office and receive a visitor's pass, or be considered in violation of this rule.

LOST AND FOUND

All lost articles should be reported to the office at once and found articles should be returned in to the office. Personal property should be labeled with the student's name.

PARENT/TEACHER CONFERENCES

Conferences are scheduled for the purpose of allowing parents and teachers to talk about the student's progress. We encourage parents to schedule appointment times to meet with teachers. Failure to schedule an appointment could result in unnecessary waiting. We ask that parents please call and leave a voice mail message or send in a note to schedule a conference time. Conferences will also be held several times during the school year during evening hours.

PARENT INVOLVEMENT IN TITLE I (Policy 2261.01; Revised 12/19/2018)

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents of the students being served.

Each year the Superintendent shall work with parents of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent involvement policy to establish expectations for the involvement of such parents in the education of their children. The proposed policy shall be reviewed and approved annually by the Board of Education and distributed to parents of children receiving Title I services. Please refer to Policy #2261.01 for more detailed information.

PERSONAL PROPERTY

Students are strongly encouraged not to bring toys, personal items, or equipment to school. **If such items are brought to school, the student assumes full responsibility for the item.** Any toys brought for use at recess or in class projects must be kept in designated areas until time for their use. The principal or teacher may confiscate these items if they are interfering with the educational process or the school atmosphere.

PESTICIDE APPLICATION

Any staff member or contractor who applies pesticides on District property shall meet the requirements established by the Ohio Department of Agriculture. According to Ohio law parents, adult students, and employees have the right to request prior notification of such pesticide applications. In order to make a prior notification request please contact the main office at (937) 392-4396.

PETS AND ANIMALS

Pets and animals should not be brought to school without the permission of the teacher and principal. Proper documentation is required that indicates the animal has been given appropriate shots and is healthy. Pets and animals should be confined in a container safe for both the animal and any person near it. They should be kept in designated areas during the school day. Only in special circumstances will pets or animals be allowed on bus transportation.

PORNOGRAPHIC MATERIALS

No student shall possess, edit, sell, or read pornographic materials on school property or at school functions.

PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

All schools in the Ripley Union Lewis Huntington School District receive federal funds through the Title I Disadvantaged Program, or ESSA. As a result, parents at any school may request information regarding the professional qualifications of their child's teachers and/or paraprofessionals, if the child is being served by a paraprofessional. For more information, contact the principal.

SCHOOL FEES

School Fees are important to the financial interests of the building. These fees are used to purchase supplies used daily in the education of students and are determined by the building/department. Students experiencing economic hardship may apply for a waiver of school fees (but NOT class dues). Contact the office for the proper form.

Some high school classes will include an additional fee for consumable mate-

Fees Schedule		
Elementary	Jr. High	Sr. High
\$15.00 General Class Fee	\$15.00 General Class Fee	\$25.00 Class Dues
\$10.00 Technology Fee	\$10.00 Technology Fee	\$10.00 Technology Fee

rials. A complete list of these fees can be found on the High School webpage under Guidance Counselor.

SEARCH AND SEIZURE (Policy 5771: Adopted 5/17/2005)

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

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

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

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

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

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

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

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

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

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

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

SIGNING IN/SIGNING OUT OF SCHOOL

Students shall not leave the school building or school grounds during normal school hours without gaining proper permission through the principal's office. Students must be signed out through the office before leaving the building.

All students arriving at school after **7:50 A.M.** at the Elementary School and **7:55 A.M.** at the Jr./Sr. High School must sign in at the office on the appropriate form provided. All students must be signed in or signed out by an adult when entering or leaving at irregular times, but signing in or signing out does not excuse you; it merely helps to keep accurate records for attendance. You still must have a note from home with an excusable reason when signing in or signing out or you will be considered unexcused. **You must be given permission to sign in and out by the principal or his/her representative. This includes all students regardless of age.**

STUDENT CODE OF CONDUCT (Policy 5500; Revised 6/19/2007)

Just as the national and state governments are charged with the responsibilities of adopting rules and regulations for all people to follow, schools must adopt rules and regulations for students to follow. Students have the right to reasonable treatment from the school and its employees. In turn, the school has the right to expect reasonable behavior from the student.

The following list of rules will be enforced on school grounds during, before, and after school hours and at any time when the school is being used by any school group. **Rules of conduct extend to any school activity, function, or event, and on school buses when students are being transported.**

Following school rules involves the cooperation of students, staff, and parents. We ask that parents cooperate and support enforcement of the school's rules. Violation of the rules may result in parents being held legally liable for vandalism, theft, or injury to others for which their child is found to be responsible.

Failure to follow the Student Code of Conduct may result in emergency removal, detention, suspension, expulsion and/or criminal charges being filed with the appropriate court system.

RULES:

Rule 1 - Disruption of School: A student shall not by any means cause material disruption or obstruction to the education process or the normal school routine, such as but not limited to, willfully aiding another person to violate school rules, or causing such disruption themselves. This includes disruption to the district computer network and other electronic systems.

Rule 2 - Damage of Public or Private Property: A student shall not cause or attempt to cause damage to public or private property on school premises, or at any school activity on or off school grounds. This prohibition includes virtual attacks or disruption to the district's network and other virtual systems or electronic programs. Furthermore, students shall not damage or attempt to damage the property of school employees at any time.

Rule 3 - Assaults (Physical, Verbal, Menacing, Fighting): A student shall not cause injury or act or behave in such a way as could cause physical injury or mental anguish to another student, teacher, visitor, or other employee of the school district. This prohibition includes acts which frighten, degrade, or disgrace, or tend to frighten, degrade, or disgrace fellow students, visitors, school personnel, law enforcement officials, etc. by means of writing, speaking, or gestures.

The term assault means both physical, verbal, or gestures. Verbal assault is defined as "words or phrases which are vulgar, obscene, degrading, or threatening harm to staff or students." Off-hand comments may be considered inappropriate or verbal assaults. Threats or implied threats toward staff or other students are inappropriate and will not be tolerated. Language that demeans or insults a particular race, sex, or ethnic group is strictly prohibited.

Rule 4 - Dangerous Weapons and Instruments: In accordance with the Gun-Free Act, students are prohibited from bringing, possessing, or using any weapon on school property, in school vehicles, or at any school sponsored activity. Students who violate this policy will be subject to expulsion or removal from school for a period of not less than one year. The Superintendent shall have the authority to modify this expulsion on a case-by-case basis after considering all relevant facts and circumstances, including applicable Ohio and Federal law.

The definition of weapon shall include, but is not limited to firearms, rifles, shotguns, knives, explosives, poisonous gas, or any form thereof or parapher-

nal associated with such weapons or looks like a weapon. Also, any instrument that is used to inflict, or attempt to inflict, bodily harm may fit the definition of a dangerous weapon or instrument. (Legal reference: 20U.S.C. 3351, 18 U.S.C. 951, R.C. 3313.66, R.C. 3313.662)

Rule 5 - Tobacco, Narcotics, Alcoholic Beverages, Look-A-Like Drugs and Drugs: A student shall not possess, sell, use, transmit (give to another student), conceal, consume, distribute, or be under the influence of tobacco or nicotine products, narcotics, alcoholic beverages, drugs, mind-altering substances such as glue, etc. on school grounds, in school or school-approved vehicles, or at an school-related event. Also, included in this rule is any look-a-like drug, as covered by Am. HB 535 amended section 2929.01, and enacted section 2925.37, O.R.C. to prohibit making, selling, and possessing counterfeit drugs and related tools. Drug-related paraphernalia is also included in this rule.

Over-the-counter and prescription medications are also included in this rule. Any student who finds it necessary to take medication at school must comply with the district's medication policy which includes having a signed medication form on record. All medications are kept in the office and dispensed by the nurse or the nurse's delegate unless other permission is on file. See health services section of handbook. When prescription drugs are taken in excess, the same rules apply that apply to illegal drugs.

For any use or possession of tobacco, including, but not limited to cigarettes, snuff, chewing tobacco, and smokeless or e-cigarettes on RULH District property, a suspension will result. A strong smell of fresh tobacco smoke on the body and breath of a student will be considered reasonable cause to suspend.

Vape Detecting Devices: Devices that detect some forms of tobacco usage including various types of e-cigarettes have been installed throughout the building(s). Any student found to be in the act of vandalism or attempted vandalism of one or more of these devices will automatically receive a 5-Day Out of School Suspension and charges filed with the local authorities.

1st Tobacco Related Offense: 3-Day In-School Suspension and MANDATORY completion of the **American Lung Association INDEPTH Intervention Program.**

2nd Tobacco Related Offense: 5-Day In-School Suspension, refresher with the **American Lung Association INDEPTH Intervention Program**, and one-on-one intervention counseling.

3rd Tobacco Related Offense: 5-Day In-School Suspension, refresher with the **American Lung Association INDEPTH Intervention Program**, and one-on-one intervention counseling.

4th Tobacco Related Offense: 5-Day Out of School suspension.

5th Tobacco Related Offense: 10-Day Out of School Suspension and Rec-

ommendation for Expulsion.

After any of the above mentioned offenses, the student is encouraged to volunteer for the 9-week **American Lung Association N-O-T Cessation Program** (ages 14-19) with a Certified Facilitator.

“Look-A-Like” drug provisions: “Counterfeit controlled substance” is defined in the following ways: 1) any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademarks authorization; 2) any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it; 3) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or the marking, labeling, distribution, or the price for which it is sold or offered for sale.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Rule 6 – Insubordination: (Defined as – unwilling to submit to authority or disobedient) A student shall comply with the directions or instructions given by school personnel, including administrators, staff, teachers, substitute teachers, teaching assistants, bus drivers, kitchen, office, custodial staff, or other authorized personnel, while the student is under the authority of the school. Repeated violation of any minor rule, classroom procedure, directive, or discipline procedure shall also constitute insubordination.

Rule 7 – Disrespect: No student shall at any time show a lack of respect to any teacher, administrator, staff member, school personnel, or another student. Examples of this offense could be making disparaging remarks; being outwardly sarcastic, or saying things to achieve a derogatory effect. Language or actions that demeans or insults a particular race, sex, or ethnic group is strictly prohibited.

Rule 8 – Fire and Related Offenses: A student shall not set, or attempt to set, any fire on school property, including the use of fireworks. Making false fire alarms or bomb threats is a violation of this code and could lead to expulsion and referral to the local police or fire department.

Rule 9 – Loitering: A student shall not be on school property or at a school sponsored activity without a specific school-related reason or purpose.

Rule 10 – Gambling: A student shall not be involved in the act of gambling while on school premises, or at school sponsored activities. Collecting, contrib-

uting, and accepting money for doing things that are disruptive to normal school routine would be considered a form of gambling.

Rule 11 – Forgery and Plagiarism: A student shall not falsify in writing the name of another person or falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school or its personnel. This includes hall passes and notes from home. A student shall not intentionally represent another person’s words, thoughts, or ideas as his/her own.

Rule 12 – Profanity and/or Obscene Language: A student shall not use profanity or obscene language either written, oral, or electronic, in communicating with any school personnel, other students or visitors. (Visitors would include anyone not in the school personnel or student classification). Included in this prohibition, but not limited to, would be the use of obscene gestures, signs, pictures, or publications, or any type of pornography.

Rule 13 – Stealing: A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district. The school assumes no responsibility for personal items lost, stolen, or damaged at school, including cell phones or other electronic devices. Reports of stolen property should be made to the principal and the local police. Items brought to school should be clearly labeled with the student’s name. No trading, selling, or borrowing of personal items shall be permitted.

Rule 14 – Distribution of Unauthorized Materials: Any materials that are distributed at school must first be “checked” or “cleared” through the office. Material that would degrade, disgrace, or be offensive will not be allowed. This prohibition includes printed or electronic materials via texting, email, or other electronic storage and distribution systems, as well as sexting. Sexting is defined by the U.S. court system as “an act of sending sexually explicit materials through mobile phones.” The messages may be text, photo, or video. In addition to being against school rules, students should understand that sending or receiving a sexually suggestive text or image under the age of 18 is considered child pornography and can result in criminal charges for students sending such messages, regardless of age.

Rule 15 – Inappropriate Attire and Grooming: Dress code guidelines are designed to create a good atmosphere for our school, with emphasis on building respect and pride in the individual. It is felt that students who take pride in their appearance and behavior create a more positive learning environment. We are adopting the following guidelines.

Guidelines shall prohibit student dress or grooming practices which:

- A) Present a hazard to the health or safety of the student himself/herself or to others in the school; (this includes facial jewelry)

- B) Materially interfere with school work, create disorder, or disrupt the educational program,
- C) Cause excessive wear or damage to school property;
- D) And/or prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

The school administration has the authority to make final interpretation of the dress code.

- A) All students shall exercise sound hygiene practices, clean body, hair and clothing.
- B) Facial piercings shall not present a hazard to the health and safety of the student or others in the school. Nose piercings shall be modest .
- C) Spaghetti straps and tank tops shall be covered.
- D) Wearing apparel shall not display writing, images, or symbols pertaining to drugs, alcohol, tobacco, sex, gang affiliation, racial or ethnic slurs or symbols, vulgar, subversive, obscene, or sexually suggestive language or images, or any illegal activity.
- E) Shoes shall be worn by all students while on school grounds. **HEEL-IES ARE NOT PERMITTED.** Wearing flip flops is strongly discouraged due to safety issues.
- F) Clothing with extensive holes shall not be allowed, including large armholes.
- G) No unapproved headgear of any kind (hats, bandanas, scarves, hoods, sun visors, toboggans, caps, etc.) shall be worn in the building. The covering of heads can become a safety concern as the identity of the student is unknown from the side or behind.
- H) Skirts and shorts shall be a modest and reasonable length. Both garments shall come to the middle of the thigh.
- I) **Sagging Pants:** Students shall not wear pants that, when fastened, sag or fit below the waist. All pants shall fit around the waist and be properly fastened.
- J) Form-fitting, spandex-type clothing, such as leggings, must be covered by a shirt or tunic.
- K) Generally, dress shall be clean, neat, moderate, and in good taste. Dress or appearance that constitutes a threat to the student's health or safety, disrupts the educational process, damages school property; or is blatant sexual exhibitionism, shall be prohibited.

Rule 16 – Cheating and Lying: Students who give or receive information during an examination or on certain assignments, or utilize online resources in an unauthorized manner, will be found guilty of cheating and subject to disciplinary action. This rule includes giving a false report or false testimony to school personnel that seriously affects the welfare of others or the routine of the normal school day.

Rule 17 – Sexual Harassment: Sexual harassment is defined as

“unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.” No student, male or female, should be subjected to or display, unwelcome sexual overtures of any type towards any individual. Example of such behavior includes display of sexually suggestive objects or pictures, degrading verbal comments about the individual, and/or offensive physical contact. This prohibition includes sexting behaviors, i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form. (See rule 14).

Rule 18 – Excessive Public Display of Affection: Students will be use appropriate discretion and restraint in showing affection toward other individuals while on school property or at school functions. This prohibition includes, but is not limited to, necking, petting, and kissing.

Rule 19 – Hazing and Bullying: Acts of hazing or harassment (one time occurrence) and bullying (more than one time occurrence) shall be prohibited at school or on school premises, on school buses, and during school activities either on or off school premises. Students are prohibited from acts of harassment, intimidation, hazing and bullying, whether written, verbal, or physical, that a student may exhibit towards another student or students. This prohibition may also include violence within a dating relationship. Acts of hazing, harassment, or bullying may cause 1) mental or physical harm to the other student; and 2) be sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Rule 20 – Skipping Class and Leaving School: Students reporting to school are to remain on school grounds and within their assigned, supervised areas for the remainder of the school day. This includes reporting to scheduled classes, lunch period, and homeroom. Students are not permitted to leave for lunch. Exceptions are made for students involved in work-study programs and/or College Credit Plus programs. **All students**, unless accompanied by their parents, **must receive permission from the administration and sign out before leaving school, including those students who are over the age of eighteen (18). No student may sign themselves out. Students leaving school without permission or properly signing out will be considered truant.**

DISCIPLINARY SANCTIONS

All warnings are considered to have been given when the policies, rules, and/or regulations are first explained to the student and/or when the student is given a copy of the Student Handbook. The following disciplinary sanctions may be used depending on the severity of the behavior. (See Policy #5610; Revised 5/16/2023)

Emergency Removal: which means the student would be removed from an activity, class or school immediately.

Lunch Detentions: Lunch Detentions will be used mainly by the classroom teachers for minor violations that they do not wish to report to the office as a matter of official record. Detentions will be served at the teacher's and/or building principal's discretion.

Detentions: The principal may assign all day in school detention or detentions after school or on Saturday. The students will be located in an isolated setting for the entire day. They will not participate in lunch or recess with the other students. Lunch will be served to them in the all-day detention room.

Suspension

Expulsion

Criminal Charges Being Filed

Emergency Removal from a Class, an Activity or School: There are times when it is necessary to remove a pupil from curricular or extra-curricular activities because his presence poses a continuing danger to persons or property or an ongoing threat to disrupting the academic process or atmosphere of the school. In these situations, a student does not have to be given an immediate hearing before being removed. Removal may later lead to suspension or expulsion. The conditions under which a student may be removed are as follows:

Who may remove a student? The superintendent, principal, or assistant principal may remove the student from the premises, curricular or extra-curricular activities without advance notice.

A teacher may remove a student from curricular or extra-curricular activity under his/her supervision. (Advance notice is not required). During regular school hours, the pupil who has been removed must report to the principal's office and remain there until matter has been properly resolved. After school hours, a student who is removed from an activity is expected to leave school property immediately. If a teacher makes an emergency removal, the reasons MUST be submitted to the principal IN WRITING as soon after the removal as practicable.

Any school personnel may order a student to leave the school premises after school hours when the student is not involved in a regularly scheduled activity and is loitering in a school building or on school grounds. This is not considered to be a formal removal from a curricular or extra-curricular activity and does not require notice or a hearing.

If an emergency removal exceeds one day, a due process hearing must be held within 72 hours after the removal is ordered. WRITTEN notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as practicable prior to the hearing. The pupil must have the opportunity to appear at an informal hearing before the principal,

assistant principal, superintendent or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions.

The person who ordered or requested the removal **MUST** be at the hearing.

If a formal suspension or expulsion is ordered in a removal case, all of the rules that are applicable to a suspension must be used.

If the superintendent or principal reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given WRITTEN reason for the reinstatement.

The teacher cannot refuse to reinstate even though reasons are given.

In an emergency removal, a pupil can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension or expulsion.

SUSPENSION: The principal or superintendent may cause the suspension of a student from school for offenses are detrimental to the discipline and operation of the school or potentially dangerous to the wellbeing of the school. No suspensions are to exceed (10) ten days. Such suspension shall occur only after a student has been notified of the incident and given notice of the specific charges against him.

The student will be given written notice of the specific charges on the official school form of intention to suspend, the reason (s) therefore, and the right to be heard informally regarding the charges. If it appears that the student may be suspended from school, he will be given a NOTICE of Intended Suspension. (Intent to suspend does not necessarily mean that the student will be suspended, it means that he is being considered for suspension, pending the final outcome of the hearing). This hearing may take place immediately and the parents or guardians do not have to be present.

If, as a result of this hearing the decision has been made to suspend the pupil, the parents or guardians and the Clerk of the Board of Education must be notified within twenty-four (24) hours. This notification must include the specific charges made against the pupil and explanation of his right to request a formal hearing with the local superintendent to appeal the principal's decision.

If a formal appeal hearing on a student suspension is requested, the local superintendent's office should be contacted to set up a time and place for this hearing. This hearing shall be conducted in an impartial manner. Students may be represented at the appeal hearing. (It should be noted that the suspension hearing is not an adversary hearing and the student has no right to legal counsel at this administrative level).

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension, and receive at least partial credit for a completed assignment. Grade reductions on account of the stu-

dent's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of his/her suspension.

If the principal's decision is reversed by the superintendent, or (in expulsion cases by the Board), the student's records shall be cleared (expunged) of this offense and he shall be allowed to make up all work missed and have all days of absence, during this suspension, erased from his record.

Copies of all correspondence pertaining to the out-of-school suspension of student's from school shall be forwarded promptly to the superintendent and the clerk/treasurer of the Board of Education. Further copies of such correspondence shall be placed in the student's permanent record.

EXPULSION: Only the superintendent may expel and only for the same reasons as outlined in the Student Conduct Code for suspension and expulsion.

The superintendent must give the pupil AND his parent or guardian written notice of the intended expulsion. The notice and subsequent hearing must contain the following provisions:

- A. The notice is to include reasons for intended expulsion.
- B. The pupil and parent or representative have the opportunity to appear on request before the superintendent or his designee to challenge his action or otherwise explain the pupil's actions. The administrator cannot compel such a hearing in the event pupil and parent choose not to have a hearing.
- C. The notice is to state the time and place to appear, and **must not** be less than **three** days nor later than **five** days after the notice given.
- D. Within 24 hours of the expulsion, notify the parent/guardian, or custodian of the pupil and the Clerk of the Board of the action to expel.

The notice must include the reasons for the expulsion and the right of the student, parent or custodian to appeal to the Board of Education; the right to be represented at the appeal and to request the hearing to be held in executive session. The Board of Education may hold a hearing in executive session but must act upon the expulsion only at a public meeting. The Board may, by a majority vote of its full membership, reinstate a student.

Appeal to the Board of Education: A student or his parent or custodian may appeal his expulsion or suspension by a superintendent or principal to the Board of Education or its designee. (In suspension cases the designee would be the superintendent). Such student or his parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board in order to be heard against such suspension or expulsion. (Note: A suspension hearing is not an adversary hearing and the student has no "right" to legal counsel at this administrative level). A verbatim, word for word, record is required. (This may be a tape recording, etc.) No particular procedure for the hearing to follow is required. Formal action to af-

firm, vacate or modify the disciplinary action on the appeal may only be taken in "public" session. The decision of the Board is further appealable to the Court of Common Plea under O.R.C. 2506. There is no time limit regarding a request for an appeal to the Board of Education. It is assumed that the appeal will be set at the discretion of the Board.

Student Grievance Procedures: A grievance is a means by which a person may seek redress to a situation, which has arisen from the lack of compliance with the application or the misapplication of written rules, laws, regulations or policies. A grievance may be initiated by a student or his/ her parents or a guardian. If a person desires to initiate a grievance, the established grievance procedure must be followed. Failure to follow the procedure set forth below shall result in the loss of the use of the grievance procedure. During the summer months between academic years, the term "school days" shall refer to days when the District administrative offices are open for business. The following procedure is to be followed by a person filing a grievance. However, if the grievance alleges misconduct of a staff member, the student shall have the option of presenting the grievance directly to the Building Principal at Level 2. If the person named in the grievance is the Superintendent, the grievance may be advanced directly to level 4.

LEVEL 1: The person initiating the grievance must meet informally with the person who initiated the action upon which the grievance is based. The meeting must take place within three school days after the action was taken. The person shall review his/her action and shall inform the grievance as to his/ her decision within three school days. If the grievant is not satisfied with the decision, he/she may carry the grievance to Level 2. If the person named in the grievance is the Principal, the grievance may be advanced directly to Level 3.

LEVEL 2: A written grievance must be sent to the Building Principal within three school days after the decision was rendered in Level 1. A formal meeting shall be held within five school days of the receipt of the grievance. Those present at the meeting shall include the grievant and the person named in the grievance. Both parties have the right to have a person of their choosing present at the meeting. The Principal shall hear and consider any presentation or argument(s) offered by the grievant and the person named in the grievance. The Principal, within three school days following the meeting, shall issue a written decision on the grievance. The decision shall include reasons or supporting criteria upon which the decision is based. A copy of the decision shall be given to all parties to the grievance. If the grievant is not satisfied with the decision rendered, he/she may carry the grievance to Level 3.

LEVEL 3: Within three school days after the decision is rendered in Level 2, the grievant must present his/her grievance in writing to the Superintendent. A hearing shall be scheduled within ten school days. Those present at the hearing shall include the grievant and the person named in the grievance. Each party has the right to have a person of his/her choosing present at the hearing. The superintendent shall hear arguments of both parties. Witnesses

may be called to testify on behalf of either party. The Superintendent shall issue his/her decision in writing within five school days following the conclusion of the hearing. If the grievant is not satisfied with the decision rendered, he/she may carry the grievance to Level 4.

LEVEL 4: Within three school days after the decision is rendered at Level 3, the grievant must present his/her grievance in writing to the office of the Superintendent for a review by the Board of Education of the decision within 30 calendar days after the grievance is received. The Board, at its discretion, may hold a hearing or may rely on the records and previous findings in reaching its decision.

STUDENT HAZING

(Policy 5516; ORC 2307.44, 2903.31, 3313.661; Revised 11/17/2021)

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g. extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student 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 class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, teachers, consultants, or volunteers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may

be held personally liable for civil and criminal penalties in accordance with law. Likewise, consultants, and volunteers associated with the District who fail to abide by this policy may be prohibited from continuing their involvement and/or participation in activities associated with the District and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students, Board employees, consultants, and volunteers, and shall incorporate it into building, staff, and student handbooks. It shall also be posted on the District's website. This policy shall be the subject of discussion at employee staff meetings or in-service programs.

Board employees, consultants, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

TELEPHONE USE

The office phone is for official school business. Incoming calls are received in the school office in an emergency. Students will not be called from classes to answer the phone. In order to protect instructional time, all phone calls to teachers will be directed to the teacher's voice mail. Teachers check their voice mail during the day and will return your call during their planning time or after school. Students will not be called from classes to answer the phone.

TRANSPORTATION

The Ripley Union Lewis Huntington Local Board of Education will provide bus transportation for all students who are eligible to be transported. This includes students who participate in the vocational programs, special programs and co-curricular/ extracurricular programs when required. Students are encouraged to ride to and from vocational programs on buses provided by the Ripley Union Lewis Huntington School District.

BUS NOTES: Our students quickly adjust to the dismissal routine established for each of them by the school and parents. If it becomes necessary for you to change your child's afternoon destination, please send a note in advance. **Due to safety precautions, bus note changes will not be taken by telephone.** Students who maintain a regular destination rarely have problems with getting lost or confused. Please make an effort to establish a pattern and maintain it for your child's sake.

- All changes to a student's after school plan must be in writing. Notes may be sent with the student, emailed or faxed. If you find it necessary to email or fax a note to change transportation plans, please contact the school so they can make sure the note was received. In addition, school personnel may contact you with questions about your request. ***No phone calls to change buses will be accepted.*** Only the parent or legal guardian may send a note to make changes to a student's after school plan.

- Any requests for students to travel by bus to an alternative drop off from normal (going home with another student or to a babysitter) **must be made in writing** to the Transportation Supervisor. The Transportation Supervisor can be reached at 392-4396. Due to safety concerns, **students will not be allowed to call home at the last minute to make after-school arrangements to visit a friend.**
- All parent notes regarding transportation or early dismissal of a student must be received by 1:15 p.m. All notes sent in by parents will be sent to the office where an official **BUS NOTE OR PICK UP NOTE** will be written by the Transportation Supervisor or designee.
- The following information must be included on all bus notes: 1) Date (s), 2) Child's full name, 3) Teacher's name & grade, 4) Address of child's destination, 5) Phone number, 6) Parent or guardian signature
- When a child comes to school without proper transportation arrangements or information, every effort will be made to contact the parent. If a parent cannot be contacted the child will be sent home on their regular bus.
- We do not take the word of a student as to where they are going after school. It is the responsibility of the parent to authorize all transportation arrangements.
- Excessive problems with bus notes will constitute a conference with the parent, the principal and the transportation supervisor.
- If during the day, you realize that your child's afternoon destination must change, you will need to bring a signed and dated note to the school secretary. You may send the note via fax or email, however, you must call to confirm the note has been received.

TRANSPORTATION: REGULATIONS FOR STUDENT CONDUCT ON SCHOOL BUSES

Although the Ripley Union Lewis Huntington School District furnishes transportation in accordance with State Law, it does not relieve parents or guardians of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Once a student boards the bus, and only at that time, does he/she become the responsibility of the school district. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. **Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any students.**

Regulations regarding conduct on school buses, safety instruction for grades

program will be approved by the Board and made available to all parent(s)/guardian(s) and students.

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

Students will:

1. Be careful in approaching bus stops-walk on the left, toward oncoming traffic; be sure the road is clear both ways before crossing the highway.
2. Be on time for the bus in order to permit the bus to follow the time schedule. Drivers are not required to wait for tardy students.
3. Sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom. Parent(s)/guardian(s) may request deviation from this rule in writing only. Requests will be directed to the Building Principal and approved only in accordance with established procedures.
4. Reach assigned seat in the bus without disturbing or crowding other students; remain seated while the bus is moving. Moving from seat to seat, pushing, jostling, throwing articles, or creating any disorder or distraction impeding safe operation of the bus is prohibited.
5. Obey the driver promptly and respectfully; realize that he/she has an important responsibility and that it is everyone's duty to help.
6. Not engage in loud talking, laughing or use of profane language. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
7. Keep head, arms, and hands inside the bus at all times. Windows are intended for light and ventilation.
8. Be courteous to fellow students and to the bus driver.
9. Treat bus equipment as they would treat valuable furniture in their home. Damage to seats and other parts are unnecessary. Parent(s)/guardian(s) will be responsible for any damage to a bus by their children.
10. Students must refrain from eating and drinking on the bus except as required for medical reasons.
11. Students must not use tobacco or tobacco products on the bus.
12. Students must not have alcohol or other drugs in their possession on the bus except for prescription medication required for a student.
13. Students must not throw or pass objects on, from, or into the bus.
14. Students may carry on the bus only objects that can be held in their laps unless otherwise authorized by the bus driver.
15. Students must not have firearms, ammunition, explosives, animals (dead or alive), glass containers or any other dangerous materials or objects on the bus.
16. Students are to observe quiet at all railroad crossings or during any

other time specified by the bus driver.

17. Remain seated until the bus stops to unload. Standing while the bus is moving will not be permitted. Wait for signal from the bus driver and then cross the road at least ten (10) feet in front of the bus.
18. Students must leave or board the bus at locations to which they have been assigned. The Transportation Supervisor will authorize deviation from this policy only through written parental request and authorization

MISBEHAVIOR ON SCHOOL BUS: Misbehavior on a school bus which directly or indirectly violates any of the rules on discipline or which causes a problem with safety on the school bus may subject the student to either suspension or expulsion from school, bus, or both.

When discipline problems with individual students arise the following procedures should be applied:

1. The driver should handle the problem himself/herself, if possible.
2. Driver will contact the parent regarding the problem
3. When the driver is unable to solve the problem, he/she should report it to the Bus Supervisor who will perform an investigation regarding the problem.
4. Cases that cannot be solved through the courses outlined above will be referred to the principal of the building and then to the Superintendent.
5. Students waiting at a school for pickup will be the joint responsibility of the administrator of that school and the school the student attends. Students should arrive at pickup points no more than ten (10) minutes prior to the scheduled time of the arrival of the school bus.

Students are not permitted to get off the bus other than at their stop unless a note is written and signed by the parent requesting the change and the note is presented to the office before school and is approved by the principal.

Students who miss their regularly scheduled bus because of school sponsored activities, athletics, detentions, or other reasons, may not ride other buses without the principal's permission. Bus transportation is provided to students as a convenience to parents and is a privilege. Students are expected to follow all school rules while on the way to and from school.

VISITORS

Parents and citizens of the Ripley-Union-Lewis-Huntington School District are encouraged to visit our schools, but upon arrival are required to report to the principal's office and may be issued a **VISITOR'S PASS**.

- Anyone in the school without a visitor's pass will be asked to go to the office to sign in and get a visitor's pass.

- If your presence causes a disruption of normal school activities, you will be asked to leave. Refusal to do so may result in the filing of trespassing charges against you.
- Visitors in the classroom must have prior approval by the principal 24 hours in advance.
- Student visitors from other schools are not permitted without prior approval and at the discretion of the building administrator.
- Students are not permitted to open doors for visitors. All visitors must report to the front office to enter the school.
- Items brought to school for students will be left in the office for teachers or students to pick up as their schedule allows.
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VOLUNTEER PROGRAM

RULH Schools are looking for concerned and dedicated adults who are willing to give some of their time, talents and energy for the benefits of students.

- If you will be working with students alone and outside of the classroom background checks are required. Background checks can be completed through the **Secure Volunteer** program for a small nominal fee.
- We need volunteers to work directly with the children on a tutorial type basis. We need others to assist in non-instructional types of activities such as helping teachers with classroom jobs, doing clerical work for staff or helping in our library.
- Your volunteer service can be on a regular basis, depending on the amount of time you have to give.
- If you would like to be a member of the volunteer team please contact the building office.
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WITHDRAWAL FROM SCHOOL

A student withdrawing from school to transfer to another school must complete a withdrawal form and have all teachers sign it to show that all books have been returned and all fees paid. A student withdrawing who owes fees may have grades withheld until all debts are paid.

WORK PERMITS

Work permits must be obtained before a child under the age of 18 years may be legally employed (Child labor Laws of Ohio). To obtain a work permit, an applicant must be 14 years of age. All work permits must be approved by the Superintendent. Applications can be obtained through school by contacting a school administrator, guidance counselor or building secretary. Students must provide a birth certificate or the documentary evidence of age at the time of presentation of completed forms to the office.

STUDENT EDUCATION TECHNOLOGY

ACCEPTABLE USE AND SAFETY
(Policy 7540.03; Revised 05/16/2023)

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to

prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:
A) safety and security while using e-mail, chat rooms, social media, and

other forms of direct electronic communications; **B)** the dangers inherent with the online disclosure of personally identifiable information; **C)** the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and **D)** unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

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

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. See Form 7540.03 F1.

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a District-provided school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance

with their teacher's approved plan for such use. but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses: **A)** Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments. **B)** Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research. **C)** Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. **D)** Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. **E)** Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze

information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

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

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission by signing a Student/Parent Policy and Student Handbook Acknowledgment . Students eighteen (18) and over may sign their own forms.

NOTES

Ripley Union Lewis Huntington School District 2024 – 2025 School Calendar

Monday	August 12	Building/District PD Day – AM; Teacher prep in rooms - PM		
Monday	August 12	RULH Open House for Students	4:00 – 7:00	
Tuesday	August 13	Building/District PD Day – Staff Work Day		
Wednesday	August 14	First Day for Students		
Monday	September 2	Labor Day - Holiday	No School	
Friday	September 13	Interim Reports Issued		
Monday-Friday	September 23 – 27	Brown County Fair	No School	
Monday	September 30	Students Return		
Tuesday	October 8	Parent/Teacher Conference – Elementary School (K-6)	4:00 – 7:00	
Thursday	October 10	Parent/Teacher Conference – Jr. High & High School (7-12)	4:00 – 7:00	
Friday	October 18	2 hr. Early Dismissal (End of 1st grading period)(staff grading 1-3)	42	44
Monday	October 21	Staff Inservice (No school for Students)	No School	
Friday	October 25	Report Cards Issued		
Tuesday	November 5	Staff Inservice (Br. Co. ESC PD 8 – 1) (No school for Students)	No School	
Friday	November 8	Interim Report Issued		
Tuesday	November 19	Parent/Teacher Conferences – Jr. High & High School (7-12)	4:00 – 7:00	
Thursday	November 21	Parent/Teacher Conferences – Elementary School (K-6)	4:00 – 7:00	
Wednesday - Friday	Nov. 27 – Nov. 29	Thanksgiving Break (Nov. 27 th - Parent/Teacher Comp. Day)	No School	
Monday	December 2	Students return		
Thursday	December 19	2 hr. Early Dismissal (End of 2 nd grading period) (staff grading 1-3)	39	43
Friday	December 20	Staff Inservice (No school for Students)	No School	
Monday-Friday	Dec. 23 – Jan. 3	Christmas Break	No School	
Monday	January 6	Students return		
Friday	January 10	Report Cards Issued		
Monday	January 20	Martin Luther King Jr. Day –Holiday	No School	
Tuesday	January 21	Staff Inservice (No School for Students)	No School	
Friday	February 7	Interim Reports Issued		
Tuesday	February 11	Parent/Teacher Conference – Elementary School (K-6)	4:00 – 7:00	
Thursday	February 13	Parent/Teacher Conference – Jr./Sr. High School (7-12)	4:00 – 7:00	
Monday	February 17	President's Day – Holiday	No School	
Tuesday	February 18	Students Return		
Friday	March 14	2 hr. Early Dismissal (End of 3 rd grading period) (staff grading 1-3)	47	48
Thursday	March 20	Report Cards Issued		
Friday	March 21	No School for Students and Staff	No School	
Monday	March 24	Staff Inservice (No School for Student)	No School	
Tuesday	March 25	Students Return		
Friday	April 11	Interim Reports Issued		
Friday-Monday	April 18-21	Spring Break (April 18 th - Parent/Teacher Comp Day)	No School	
Tuesday	April 22	Students Return		
Thursday	May 22	Last Day for Students, 2 hr. Early Dismissal (End of 4th grading period) (staff grading 1-3)	45	47
Friday	May 23	Graduation	7:00 pm	173 182

Board approved 2/27/24

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