



# **PARENT/STUDENT HANDBOOK 2025-2026**

**Canton Harbor High School  
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*The Canton Harbor High School is a community school established under Chapter 3314, of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take state standardized tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter, contact the school administration or the Ohio Department of Education.*

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# Welcome

Dear Students and Parents,

On behalf of all the School, I am excited to welcome you as a part of our learning community. The School's Governing Authority, the Administration, Teachers, and Staff have worked hard to develop a strong educational program to allow its students to grow and learn. To assist in accomplishing this goal, the School has created this Student-Parent Handbook.

This Handbook communicates many of the School's policies, and we ask that you read this Handbook to become familiar with the policies rules that that directly impact you. While this Handbook covers a wide range issues that we have found to be common, many policies exceed the scope of this handbook. If you have any questions about a policy or would like to see the School's full list of policies, we ask that you contact the School.

Thank you and welcome,

*Steven A. Nichols*

Superintendent/Administrator

## Mission

The Mission of Canton Harbor High School is: *"To Advance Under-served Youth through Education, Job Training, Personal Development, Leadership Development and Community Service."*

## Philosophy and Vision Statement

### Vision:

Through rigorous academics and community partnerships establish a safe learning environment where students will leave Canton Harbor High School (CHHS) as college ready, career ready, and productive members of society.

### We Believe:

Acceptance:

- Each student comes with a different story
- Fostering and environment of understanding and respect

Guidance:

- Each student is unique and must be provided with opportunities to meet their needs
- Providing additional support for life beyond the classroom

Growth:

- Challenging our students to grow academically and personally
- Preparing students to be confident in taking the next step in life

Canton Harbor High School welcomes students who are discouraged in a traditional high school setting, specifically those who may be struggling academically, behaviorally, or personally. Canton Harbor High School serves a population with an age range of 14-21. CHHS anticipates to enroll approximately 24% or

less of the student population as 9<sup>th</sup> graders with an even distribution of the remainder among the student population in grades 10-12.

## **Non-Discrimination Policy**

It is the policy of the School Board of Canton Harbor High School to comply with Federal and State Laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, sexual orientation or disability, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection.

## **Harassment and Sexual Harassment-4103**

The School seeks to create and maintain an environment that promotes learning, dignity, and respect. This environment is interfered with when a student or any other individual is harassed or discriminated against. As a result, the School strictly prohibits any type of harassment, sexual harassment, or offensive conduct that has the purpose or effect of interfering with the school setting, creates a threatening; intimidating; hostile; discriminatory, or hostile learning environment, or impedes; disrupts; or hinders the School's educational process.

Harassment takes many forms and includes, but is not limited to, conduct that has the purpose or effect of intimidating, teasing, bullying, threatening, or discriminating against another because of race, ethnicity, color, religion, disability, age, sexuality, and/or all other categories protected by law.

Sexual Harassment includes, but is not limited to unwelcome insults, advancements, requests for sexual favors, verbal and/or physical conduct of a sexual nature.

Harassment of any kind is not tolerated. Any student who is found to have harassed a fellow student or staff member will be subject to discipline as established in the School's policies.

Incidents of harassment of a student or staff member shall be reported to any teacher, the Head Administrator, or the Administrator's Designee. Reports may be made using Form 5080.1, Reporting Acts of Harassment. Upon receiving a report, the report recipient shall promptly inform the Head Administrator, his/her designee, or a Governing Authority Member, who will investigate the report and take the appropriate action.

The School may provide counseling to victim of sexual harassment or sexually related conduct.

*Ohio: R.C. 3319.47*

*Cross Reference:* Policy No. 4104, Policy on Harassment, Intimidation and Bullying; Policy No. 4105, Anti-Hazing Policy; Policy No. 4106, Policy on Gang Activity & Other Prohibited Groups.

## **Policy on Harassment, Intimidation, and Bullying-4104**

The School seeks to create and maintain an environment that promotes learning, dignity and respect. This environment is interfered with when one is physically or emotionally harmed. The school recognizes the seriousness of harassment, intimidation, or bullying, electronic or otherwise. Therefore, the School prohibits acts of harassment, intimidation, or bullying of any student on school property, on a school bus,

or at school-sponsored events. School-sponsored events may be conducted on or off School property and/or on school-related vehicles that are recognized or authorized by the Governing Authority.

This policy was developed in consultation with parents, guardians, school employees, school volunteers, students, and other community members in order to combat acts of harassment, intimidation, or bullying.

Any student found responsible for harassment, intimidation, bullying or “bullying by electronic act” will be subject to discipline including suspension and/or expulsion.

“Harassment, intimidation, or bullying” is defined as either:

- any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- violence within a dating relationship.

“Electronic act” or “bullying by electronic act” or “cyber bullying” are defined as an act committed through use of a cellular or mobile telephone, computer, pager, personal communication device, or other electronic communication device.

### Promoting Civility

In an effort to promote civility in the school environment, the School seeks to recognize school administrators, faculty, staff, and volunteers that promote civility and stand up to harassment, intimidation, and bullying.

### Procedure for Reporting, Investigating & Documenting Harassment and Bullying

The procedure for reporting harassment, intimidation, and bullying varies by one’s affiliation with the School. Students, school personnel, and volunteers *must* report incidents to the Head Administrator or his/her designee. All other individuals are strongly encouraged to report prohibited incidents to the Head Administrator or his/her designee.

Reports may be made in two ways. First, the report may be made using the Form **5080.1**, Reporting Acts of Harassment. The Form shall be submitted to any staff member, teacher, or administrator. Upon receiving the report, the staff member must immediately send the report to the Head Administrator. Second, students, parents or guardians, and school personnel may make informal complaints to a school staff member or administrator. Informal complaints must be described with specificity as to the action, the persons involved, the number of times the alleged conduct occurred, where it occurred, and the individuals targeted. The staff member that receives the informal report must immediately document it using Form **5080.1**, Reporting Acts of Harassment. Anonymous complaints may be made as an individual finds necessary.

Upon receiving the report, the Head Administrator or his/her designee shall promptly and thoroughly investigate the alleged incident and then prepare a report documenting the alleged incident. Upon completing the investigation, a determination shall be made. If the investigation substantiates the claim, the School shall notify all custodial parents or guardians involved in the incident. The custodial parent or guardian of any student involved in a confirmed act will be notified and will have access to any written reports pertaining to the confirmed act to the extent permitted by section 3319.321 of the Revised Code and the “Family Educational Rights and Privacy Act of 1974,”(20 U.S.C. 1232g).

### Procedure for Responding to and Disciplining Acts

Acts of harassment, intimidation, and bullying, electronic or otherwise, vary in scope and seriousness. As a result, each incident requires its own discipline. The extent of the discipline is to be determined at the sole professional discretion of the Head Administrator. The Head Administrator may consider the following types of intervention for confirmed acts.

Non-disciplinary intervention may be appropriate when acts are identified early or do not require a disciplinary response. Such forms of non-disciplinary intervention include:

- *Counseling.* A student may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and the student's duty to avoid any conduct that could be considered harassing, intimidating, or bullying.
- *Peer Mediation.* Peer mediation may be used when a conflict arises between students or groups. Peer mediation, however, may be inappropriate and should be used cautiously as a power imbalance may make the process intimidating for the victim. This could be true if the victim's communicative skills and assertiveness are low and have been eroded by fear from past intimidation and of future intimidation.

Disciplinary intervention may take a wide number of forms.

- *In and out-of-school Suspension.* Suspensions shall follow the procedure outlined in Policy **4530**, Suspension and Expulsion Policy.
- *Expulsion.* Expulsions shall follow the procedure outlined in Policy **4530**, Suspension and Expulsion Policy. Expulsions shall be reserved for (1) serious incidents and/or (2) past interventions have not been successful in eliminating prohibited behaviors.

The disciplinary procedure shall not infringe on any student's rights under the First Amendment to the Constitution of the United States. Due process procedures for suspension and expulsion, as provided for under R.C. 3313.66 will be followed.

### Deliberately False Reports are Prohibited

Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying. Students that do make a false report shall be subject to the disciplinary procedure set forth in the School's Policy on Student Discipline.

### Strategy for Protecting Victims and Prohibiting Retaliation or Additional Harassment

After a report is made, the School prohibits additional acts of harassment, intimidation, or bullying, electronic or otherwise. The Head Administrator shall determine the appropriate consequences and remedial action for those who engage in the aforementioned conduct by following the School's policies and procedures.

To aid in preventing additional acts against victims and retaliatory acts against individuals making reports, the School has adopted the following strategy:

- Provide adult supervision when students are not in a traditional classroom setting including: hallway passage, recess, lunch, and bathroom breaks.
- Communicate incidents with school personnel, have school personnel continue to monitor those involved for further signs of offending behavior, and intervene when offending behavior is witnessed.
- For offending students, fairly monitor and supervise.

- For the victim(s), provide daily contact to ensure there have been no further incidents and provide counseling as is determined necessary.
- For those that make reports, continue contact to ensure there have been no further incidents or retaliatory conduct.
- Allow individuals to make an anonymous report.

All School personnel, volunteers, and students shall be individually immune from civil liability in an action from damages arising from reporting an incident as provided by law.

### Disseminating this Policy

This policy shall appear in the School's Policy Manual, and in any of the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the School.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the School and to their custodial parents or guardians, and once each school year a written statement describing the policy and the consequences for violations of the policy be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically. Information regarding the policy shall be incorporated into employee training materials.

This policy shall be incorporated into in-service training.

*Ohio:* R.C. 3313.66, R.C. 3313.666, R.C. 3313.667, R.C. 3319.321.

*Cross Reference:* Policy 4103, Harassment and Sexual Harassment; Policy 4105, Anti-Hazing Policy; Policy 4106, Policy on Gang Activity & Other Prohibited Groups; Policy 4530, Suspension & Expulsion Policy; Form 5080.1, Reporting Acts of Harassment.

## **Anti-Hazing Policy-4105**

The School seeks to create and maintain a safe educational environment. Hazing is strictly prohibited. The School will actively enforce and monitor this policy. No individual may plan, encourage, or engage in hazing. Additionally, no staff member may permit, condone, or tolerate hazing activities.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation onto any student or other organization that causes or creates a substantial risk of causing mental/physical harm to any person.

Hazing is a serious activity that may take place on or off School property. This policy extends to acts of hazing regardless of where the hazing occurs so long as the hazing is in any way connected to the activities or incidents that have occurred on property owned, used or controlled by the School.

Hazing still occurs even if the individual consents to, permits, or assumes the risk of the activities performed.

The School will actively enforce and monitor this policy. The School requires School employees to be vigilant and take the following steps regarding incidents. Upon learning of hazing, planned hazing, or possible events that may include hazing; staff members are required to inform involved individuals that hazing is prohibited, end all acts or planned acts immediately, and report the incident to the Head Administrator or his/her designee immediately.



Individuals that violate this policy may be subject to discipline and to civil and criminal penalties. Students that engage in hazing will be subject to discipline up to and including permanent exclusion.

*Ohio:* R.C. 2307.44, 2903.31, 3313.661.

*Cross Reference:* Policy 4103, Harassment and Sexual Harassment; Policy 4104, Policy on Harassment, Intimidation and Bullying; Policy 4106, Policy on Gang Activity & Other Prohibited Groups.

## **Policy on Gang Activity & Other Prohibited Groups-4106**

The School seeks to create and maintain a safe learning environment. This environment is threatened and interfered with the presence of gangs, gang activity, and other prohibited groups.

School administrators will monitor the School environment, and students violating this policy will be subject to appropriate disciplinary action, which may include suspension and/or expulsion.

### **Gangs and Gang Activity**

The School will not tolerate gangs. The School prohibits gangs or gang activities while at the School, in school buildings, school buses, or school-sponsored events.

A “gang” is defined as any identifiable group, organization, or association of three or more persons that exists without the School’s authorization that engages in gang activity; anti-social behavior; criminal behavior; or other activities that disrupts the School environment, and possesses an identifiable name, sign, or symbol.

A “gang activity” is defined to occur when a person commits, attempts to commit, conspires, has been complicit in the commission of, or solicited; coerced; or intimidated another into an offense of violence, a felony, or other criminal conduct prohibited under R.C. 2923.41.

The School further prohibits the use of symbols, hand signals, graffiti, apparel or manner of grooming which indicates or implies membership or affiliation with a gang or gang activity.

### **Other Prohibited Groups**

The School prohibits fraternities, sororities, and secret societies as described by law.

*Ohio:* R.C. 2923.41.

*Cross Reference:* Policy 4103, Harassment and Sexual Harassment; Policy 4104, Policy on Harassment, Intimidation and Bullying; Policy 4105, Anti-Hazing Policy; Policy 4620, Student Groups & Activities.

## **Attendance**

### **Attendance, Absence, & Truancy-4201**

The School’s educational program requires students to be continuously present so the student may receive instruction and actively participate in the educational process. In accordance with Ohio law, the School requires attendance of all students enrolled in the School during the days and hours the School is in

session. To be considered in attendance, a student must be either within the School facilities or in place where School is in session by the Governing Authority's authority.

### Parental Responsibility & Procedure for Reporting Absences

A student's parents or guardians are primarily responsible for a student's attendance at school. Should a student be absent, the student's parent or guardian is required to notify the School on the day the student is absent unless previous notification has been given in accordance with the School procedure regarding excused absence.

In case a student is absent, the procedure for reporting absences should be as follows:

The parent must call the School within the first hour that the School is in session to report the student's absence.

If a parent fails to call the School, school personnel must make a good faith attempt to contact within 120 minutes of the start of the school day, the parent/guardian of a student who is absent from school without legitimate excuse.

The School must make at least one good faith attempt to contact the parent, guardian, or caretaker.

A good faith attempt shall include, but not be limited to, contacting the parent/guardian by:

- (1) An actual or automated telephone call;
- (2) A notification sent through the school's automated student information system;
- (3) A text message;
- (4) An email;
- (5) An actual visit to the student's residence; or
- (6) Any other method adopted by resolution of the School's governing authority.

If a parent/guardian responds to any of those attempts but is unable to participate, the Head Administrator or Designee shall inform the parent of the parent's right to appear by the designee.

If an automated calling system is used, it must include verification that each call is placed, and whether the call was answered by the intended recipient or the system leaves a voicemail containing notice of the student's absence.

The notification requirement does not apply to students participating in College Credit Plus, or other "off-campus activities" as well as students receiving home-based, online, or Internet- or computer-based instruction.

To facilitate policy, parents or guardian must provide the School with their current home, work and/or cellular telephone numbers, home address, and emergency telephone numbers.

### Absences

*Excused Absences.* The Governing Authority recognizes the following absences as excused:

- the student's physical or mental illness;
- instruction at home from a person qualified to teach the student due to a child's disability;
- illness in the family necessitating the student's presence;
- serious illness or death in the family;
- observing religious holidays and consistent with the student's truly held beliefs;

- medical or dental appointment;
- college visitation;
- quarantine;
- required court appearance;
- inability of the parent to employ help in the parent's family business;
- farm work of the parent or guardian at necessary times; or
- emergency or other circumstances the School determines reasonable.

If the student is absent or will be absent for one of the above reasons, the student must provide a written note upon returning/prior to leaving the School or the absence will be considered unexcused. The statement must be from a parent and explain the cause for absence. At his or her sole discretion, the Head Administrator or his/her designee may investigate each individual absence. A student, whose extended absence is due to a medically-documented physical or mental impairment, will not be disciplined. As provided by law, such students may be entitled to receive an education tailored to their individual needs or abilities.

*Limited Excuse Absence.* Students absent solely to participate in an out-of-state School-approved activity shall constitute a limited excused absence. Limited excuse absences are to be treated as an excused absence provided: (1) the absences are limited to a maximum of twenty-four hours per school year, (2) the student must complete any missed classroom assignments, (3) and if the activity will cause the student to be absent for four or more consecutive school days, teachers must accompany the student for instructional assistance.

*Unexcused Absence.* A student's absence is unexcused if it is not an excused or limited excused absence. A student who is repeatedly has unexcused absences will be subject to disciplinary action.

*Tardiness.* A student is tardy when a student is more than five minutes late for school or is late for the start of class. If student misses more than half a class, the student shall be considered absent for the class. A student who is repeatedly tardy will be subject to disciplinary action.

### Truancy

No student of compulsory school age shall be habitually truant.

*Habitual Truancy* – a student is absent without a legitimate excuse for any of the following:

- thirty (30) or more consecutive school hours, or
- forty-two (42) or more school hours in one (1) month, or
- seventy-two (72) or more school hours in one (1) year.

### Notification and Absence Intervention Team

The School's Attendance Officer must notify a child's parent, guardian or custodian if a child has "excessive absences" which shall be defined as *nonmedical* excused absences and unexcused absences with or without legitimate excuse for 38+ hours in one school month or 65+ hours in a school year. This notice shall be made in writing within 7 days after the date of the absence that triggered the absence. A "medical excused absence" shall include:

- personal illness;
- illness in the family necessitating the student's presence;
- quarantine of the home;
- death in the family;
- appointment with a health care provider (doctor, dentist, orthodontist, mental health provider, etc.); or
- on a case-by-case basis, any other set of circumstances the School deems to be a good and sufficient cause for medical absence from school.

A medical excuse for personal illness or health care provider appointment will be accepted in the form of doctor/provider's note within five school days of the absence, or documented parent call-in on the day of the absence due to illness. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from parent/guardian.

If the student continues to be truant after the notification and surpasses the threshold for habitual truancy, the School must assign the student to an absence intervention team within 10 days after the absences surpass those for habitual truancy. This team must develop an intervention plan for the student to reduce or eliminate further absences within 14 days after the student is assigned the team. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance. They shall also include counseling for those students classified as a habitual truant.

The team must make at least three (3) meaningful good faith attempts to secure participation in this process and any recommended truancy prevention mediation programs from the student's parent, guardian or custodian.

A good faith attempt shall include, but not be limited to, contacting the parent by:

- (1) An actual or automated telephone call;
- (2) A notification sent through the school's automated student information system;
- (3) A text message;
- (4) An email;
- (5) An actual visit to the student's residence; or
- (6) Any other method adopted by resolution of the School's governing authority.

The parent is permitted to participate through a designee. If the parent fails to respond or participate, then the School is required to investigate as to whether the failure to respond triggers mandatory reporting to JFS and the team must develop the plan without parent participation.

The School has the discretion to extend the intervention plan or process over the summer months.

### **Issuance of Age and Schooling Certificates/Work Permits**

Students who are at least 16 years of age may be excused from school attendance if the Head Administrator or his/her designee has issued the proper age and schooling certificates. Age and schooling certificates are required for the employment of minors in most occupations, the most notable exceptions being employment on a family farm or any employment by one's parents. Age and schooling certificates are not required for minors aged sixteen or seventeen who are employed during the summer vacation months.

All age and schooling certificates must be filed electronically with the Director of Commerce. The Head Administrator or his/her designee shall not issue or file an age and schooling certificate until certain documentation has been received, including a written pledge or promise from the employer indicating that the child will be lawfully employed, the child's school records, evidence of the child's age, and a physical fitness certificate.

Records relating to the issuance and denial of age and schooling certificates must be kept in the office issuing them. No records need be kept, however, in the case of certificates denied to children who are immediately determined to be of insufficient age.

Children who are granted age and schooling certificates must be enrolled in a competency-based instructional program to earn a high school diploma in accordance with rules adopted by the State Board of Education.

The Head Administrator or his/her designee may revoke an age and schooling certificate on account of noncompliance with any legal requirements, the physical condition of the child, the failure of the child to attend part-time classes (if required), or other sufficient cause.

### **Disciplinary Consequences for Truancy**

On the 61<sup>st</sup> day after implementing the absence intervention plan, the Attendance Officer must file a complaint in the juvenile court if all of the following apply:

1. The student is absent without excuse for 30+ consecutive hours, 42+ hours in a school month or 72+ hours in a school year;
2. The school has made meaningful attempts to reengage through the absence intervention plan and any offered alternatives to adjudication;
3. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered alternative adjudication.

A complaint regarding a habitual truant where the parent, guardian, or custodian fails to get the child to attend school must be filed jointly against the student and the parent, guardian, or custodian. If the student is absent without excuse for 30+ consecutive hours or 42+ in a school month but the absence intervention team has determined that the student has made substantial progress on the absence intervention plan, the Attendance Officer is not required to file a complaint.

The School shall also make notification to the registrar of motor vehicles pursuant to ORC 3321.13, if applicable, and shall also initiate legal action under ORC 2919.222, 3321.20, and/or 3321.38, if applicable to the student's situation.

Pursuant to the Ohio Revised Code, the School shall not suspend, expel, or remove a student from school solely on the basis of the student's absences from school without legitimate excuse. A student who is habitually truant will be excused for the absences if it is determined that: (1) the student was enrolled in another school, or (2) the student's absence was excused by law or this policy, or (3) the student has received an age and schooling certificate.

### **Attendance Officer Responsibilities**

The Attendance Officer responsibilities shall be held by the Head Administrator or his/her designee. The School's Attendance Officer shall investigate all nonattendance, shall be vested with police powers, may serve warrants, and may enter workshops, factories, stores and all other places where children are employed and do whatever is necessary in the way of investigation or otherwise to enforce the laws relating to compulsory education and the employment of minors. The Attendance Officer may also take into custody any youth of compulsory school age not legally employed on an age and schooling certificate who is not attending school and shall conduct such youth to the school he has been attending or should rightfully attend.

### **Withdrawal**

By law, a student will be withdrawn automatically if the student fails to participate in seventy-two (72) consecutive hours of learning opportunities and the absence is not excused pursuant to ORC 3314.03(A)(6)(b). Upon a student's withdrawal pursuant to this provision, the School shall automatically notify the student's school district of residence pursuant to any applicable Ohio laws, rules and regulations.

A student may be voluntarily withdrawn if a parent submits a written Voluntary Withdrawal notice to the Head Administrator.

### **Reporting Requirements**

The School must report to the Ohio Department of Education any of the following occurrences:

1. When student is absent 38+ hours in a school month or 65+ hours in a school year and the School sends notice to the parent, guardian or custodian;
2. When the child has been absent without legitimate excuse the number of hours to classify as a habitual truant;
3. When the child is adjudicated an unruly child for being habitual truant violates the court order regarding that adjudication; and
4. When an absence intervention plan has been implemented for a child.

*Ohio:* R.C. 2152.02, R.C. 2152.011, R.C. 3313.668, R.C. 3313.672, R.C. 3326.22, R.C.3321, et seq., R.C. 3331.01; O.A.C. 3301-69-02.

*Cross Reference:* Policy 3820, Resolving Issues with Attendance; Policy 4203, Emergency School Closings & Calamity Days; Policy 3540, Promotion and Retention of Students.

## **Emergency School Closings & Calamity Days-4203**

The Head Administrator or his/her designee shall make all decisions regarding calamity days that require the School to be closed. Closings may be made because of hazardous weather, disease epidemic, utility failure, or other conditions that jeopardize the health and safety of those affiliated with the School. As deemed necessary, the Head Administrator may close the School, delay the opening of the School, or dismiss School early. Should a calamity day be declared, School-related activities will be canceled.

*Cross Reference:* Policy 3820, Resolving Issues with Attendance; Policy 4201, Attendance, Absence, & Truancy; Policy 4630, School-Sponsored Trips.

## **Graduation**

### **Graduation Requirements-4301**

Requirements for the classes of 2023 and beyond by:

1. **Demonstrating Competency**-Students will demonstrate competency in the foundational area of English language arts and mathematics through state assessments.

Students who fail to attain a competency score (684) on one or both of the Algebra I and English language arts II end-of-course examinations will be offered remedial support and must retake the examination(s) at least once.

For students on an Individual Education Plan (IEP), the IEP shall specify the manner in which the student will participate in assessments or an alternative assessment under Ohio law. Where an IEP exempts a student from obtaining a competency score on end-of-course examinations or alternate assessments, the student will be eligible to receive a diploma if, after taking the exam(s) or alternate assessment(s), the student receives remedial support and re-takes, without obtaining an established or competency score, the exam(s) or alternate assessment(s).

If competency through examinations cannot be demonstrated, Ohio permits alternative demonstrations of competency through:

1. College Credit Plus in math and/or English;
2. U.S. military enlistment;

3. Attaining remediation-free status, in accordance with Ohio law, in the failed subject area(s) on the ACT or SAT (for English Language Arts II, a student must be remediation-free in the subjects of both English and Reading); or
4. Demonstrating two career-focused activities, one of which must be foundational;
  - a. Foundational Activities:
    - earning a cumulative score of proficient or higher on three or more state technical assessments in a single career pathway;
    - obtaining an industry-recognized credential, or group of credentials that is at least equal to the total number of points established under Ohio law to qualify for a high school diploma;
    - obtaining a license approved under section 3313.6113 of the Revised Code that is issued by a state agency or board for practice in a vocation that requires an examination for issuance of that license;
    - completing a pre-apprenticeship aligned with options established under Ohio law in the student's chosen career field; completing an apprenticeship registered with the apprenticeship council established under section 4139.02 of the Revised Code in the student's chosen career field, or providing evidence of acceptance into an apprenticeship program after high school that is restricted to participants eighteen years of age or older.
  - b. Supporting Activities:
    - completing two hundred fifty hours of a work-based learning experience with evidence of positive evaluations;
    - obtaining an OhioMeansJobs-readiness seal;
    - or attaining a workforce readiness score, as determined by the state, on the nationally recognized job skills assessment selected by the state board.

2. **Demonstrating Readiness**-Students will demonstrate readiness for their post-high school paths by earning two state seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, as well as develop key social and emotional competencies and leadership and reasoning skills, which must include at least one of the following: (1) seal of biliteracy; (2) OhioMeansJobs-readiness seal; or (3) a state diploma seal in one of the following areas: industry-recognized credential seal, college-ready seal, military enlistment seal, citizenship seal, science seal, honors diploma seal, or technology seal.

Note that the School offers the following additional seal(s) in accordance with Form 4301.2:

- community service seal,
- fine and performing arts seal,
- student engagement seal,

These local seals may not be used to demonstrate readiness as defined above. The School will recognize a state diploma seal for community service, fine and performing arts, and/or student engagement earned by a student at another district or a different public or chartered nonpublic school prior to transferring to the School, regardless of whether the School offers such a seal.

In order to graduate, a student must earn twenty units of credit which satisfy the following minimum subject area requirements:

English/Language Arts	4 units
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Mathematics	4 units
Science	3 units, including  (1 physical science)  (1 life science)  (1 advanced study in chemistry, physics, or other physical science, advanced biology or other life science, astronomy, physical geology, or other earth or space science, or computer science).
History/Government	1 unit  (½ American History, (½ American Government).  Must include study of the following documents; the Declaration of Independence, the Northwest Ordinance, the Constitution of the United States (with emphasis on the Bill of Rights), and the Ohio Constitution. The General Assembly has further instructed as follows: “The study of each of the documents prescribed... shall include study of that document in its original context. The study of American History and Government...shall include the historical evidence of the role of documents such as the Federalist Papers and the Anti-Federalist Papers to firmly establish the historical background leading to the establishment of the provisions of the Constitution and Bill of Right.”
Social Studies	2 units
Health	½ unit
Physical Education	½ unit
Electives	5 units. The five units of electives may consist of one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology (which may include computer science), agricultural education, a junior reserve officer training corps (JROTC) program, or English Language Arts, mathematics, science, or social studies courses not otherwise required.
Financial Literacy	<b>Beginning with Class of 2026:</b> ½ unit, either in lieu of one-half credit of the mathematics requirement or as one-half credit of the 5 units of required electives.  Students may fulfill one unit of mathematics by completing one-half unit of financial literacy instruction as aligned with Ohio academic content standards and one-half unit of a mathematics course. The one-half unit course in mathematics shall not be in Algebra II, or its equivalent, or a course for which the State Board requires an end-of-course examination under Ohio law. Students who choose to take one unit of advanced computer science in lieu of Algebra II shall not be permitted to complete one-half unit of financial literacy instruction to satisfy the mathematics



unit requirements of that division, and must incorporate it into the 5 units of required electives.

Required Total: 20 units minimum (For the class of 2026 and beyond, 20.5 units.)

Note the following:

- Credits toward either curricula may be granted for “advanced work” by students below the ninth grade if taught by a properly licensed instructor and specifically designated by the Board as meeting the high school curriculum requirements.
- Units earned in English Language Arts, mathematics, science, and social students that are delivered through integrated academic and technical instruction (typically in a vocational school setting) will also satisfy the unit requirements set forth above.
- For students who choose to take advanced computer science in lieu of Algebra II as permitted by law, the School shall communicate to those students that some institutions of high education may require Algebra II for the purpose of college admission. Also, the parent, guardian, or legal custodian of each student who chooses to take advanced computer science in lieu of Algebra II shall sign and submit to the School a document containing a statement acknowledging that not taking Algebra II may have an adverse effect on college admission decisions.

There are two major “flexibility” concepts:

1. a broad authority given to schools to integrate course content from different academic subject areas into a single course, including a career-technical education course, for which the student may then receive graduation credits in multiple subject areas.
2. The authority to grant units of high school credits to students who demonstrate subject area competency through work-based learning experiences, internships, or cooperative education. Boards of education wishing to grant credit for subject area competencies demonstrated in these ways may do (beginning with the 2018-19 school year) in accordance with a framework developed by the Department of Education.

It should be noted that special requirements or options exist with respect to the social studies, physical education, and fine arts units required by the Ohio Core curriculum. Social studies must also include at least one-half unit of instruction in the study of world history and civilizations.

Fine arts, although classified as an elective high school course, is subject to the broader requirement that all students in grades 7-12 complete two semesters of fine arts.

Physical education, a minimum  $\frac{1}{2}$  unit of the Ohio Core curriculum, may be waived by policy for any student who, during high school, has participated in interscholastic athletics, marching band, show choir, or cheerleading for at least two full seasons or in the junior reserve officer training corps for at least two full years. Students who are granted the physical education waiver must, however, “fill in” the  $\frac{1}{2}$  unit with other course work consisting of at least 60 hours of instruction.

The School retains the right to impose “even more challenging” course requirements than those set in this Policy. This includes the right to require more than 20 units of academic credit. If, however, the School wishes to require a foreign language as a graduation requirement, students must be allowed to substitute instruction in computer coding for a foreign language on a unit-for-unit basis.

Transferring students who previously attended an Ohio school complying with state minimum standards or an out-of-state school approved by the Department of Education must be placed at a grade level that

corresponds to their previous placement, with full recognition for graduation units of credit previously earned. However, the specific academic subject grades from the previous school shall be accepted and the School shall translate the specific academic grades received at the previous school whenever this is deemed necessary due to the use of different grading scales or methodologies.

Students transferring from another state, after receiving home instruction, or from a non-chartered, nontax-supported school after the start of the student's twelfth grade year and fails to attain a competency score on the Algebra I or English language arts II end-of-course examination shall not be required to retake the applicable examination prior to demonstrating competency in the failed subject area under the options established by Ohio law.

Students may be able to "test out" of the required class time or to earn such credits through other alternative means. Under a "credit flexibility" plan, students may earn high school credits by demonstrating competency in the subject area on a test or through the pursuit of other educational options.

See Policy No. 3620 Credit Flexibility Plan.

## **Graduation Plans/Students at Risk of Not Qualifying for a High School Diploma-4302**

The Governing Authority values a high rate of graduation for its students and recognized the importance of one's high school diploma for future success. A "graduation plan" will be developed for all students in grades nine (9) through twelve (12).

### **Graduation Plan**

The graduation plan will address the student's academic pathway to meet the curriculum requirements specified by the School and to satisfy the graduation conditions under section 3313.618 of the Ohio Revised Code.

A School Graduation Plan Team will develop the graduation plan jointly with the student, and update the plan each school year in which the student is enrolled, until the student qualifies for a high school diploma. The School will invite a student's parent, guardian, or custodian to assist in developing and updating the graduation plan.

A student's individualized education program may be used in lieu of developing a graduation plan under this policy, if the IEP contains academic goals substantively similar to a graduation plan.

### **At-Risk Students**

The School will identify students at risk of not qualifying for a high school diploma by measuring a student's lack of adequate progress in meeting the terms of a graduation plan developed under this policy. Other criteria for identifying at-risk students will also include excessive absences or misconduct.

When the graduation plan is developed and updated annually, the School will determine if a student is not making adequate progress in meeting the terms of a graduation plan. If the student is not making adequate progress to meet the terms of the plan, the School will consider the student at be at risk of not receiving a high school diploma, and will notify the student's parent, guardian, or custodian in writing and via a documented telephone call. The notification will include:

1. a statement that the student is at risk of not qualifying for a high school diploma;

2. a description of the School's curriculum requirements (or the student's IEP, as applicable), as well as Ohio graduation conditions prescribed under section 3313.618 of the Ohio Revised Code; and (3) a description of additional instructional or support services available to the at-risk student. The notice will be sent each year that a student is identified as being at risk.

In conjunction with the student's Student Success Plan, the school offers the following instructional and support services to assist the at-risk student:

- Mentoring programs; OhioMeansJobs
- Tutoring programs
- High school credit through demonstrations of subject area competency
- Adjusted curriculum options
- Career-technical programs
- Mental health services

*Ohio: R..C. 3313.317*

*Cross Reference: Policy 3680, Policy on Career Advising; Policy 4301 Graduation Requirements*

## **Student Code of Conduct**

### **Student Bill of Rights and Responsibilities**

This Student Bill of Rights and Responsibilities serves as a guide for students as they learn and grow through the School's educational process. Rights are given according to the student's maturity and to the extent the rights do not interfere with the student's responsibilities.

#### **Right to be Respected**

- Each student has a right to be treated equally and fairly.
- All individuals have a right to be respected, accepted, and heard. Students, staff, teachers, and administrators will be respectful in their actions and thoughts.
- Each student has a right to learn in a safe environment. The learning environment will be free of verbal and physical threats, harassment, and intimidation and bullying. No individual may commit, encourage, or assist in such acts. *Such Rights are further elaborated in Policy 4103, Harassment and Sexual Harassment and 4104, Policy on Harassment, Intimidation and Bullying.*

#### **Right to Learn**

- Students shall have the responsibility to learn and to respect the rights of others to learn.
- Each student has a right to ask questions so long as the questions are presented respectfully and pertain to the lesson.
- Students shall respect the rights of others to teach.
- Each student has a right to a productive, disruptive-free learning environment. To ensure this, students must dress, behave, and act accordingly.

#### **Student Discipline**

- In order to achieve the School's educational goals, the School requires all students to conform to the policies outlined in this handbook and further elaborated in the School's manual. Failure to comply with these requirements will result in discipline. Each student has the right to access and understand the rules and behaviors to which they are subjected before they are punished.
- Discipline is to be administered in a reasonable manner and shall generally follow the Student

Discipline Program outlined below, with each infraction assigned to a specific level of discipline. However, the Head Administrator retains discretion to assign an infraction to a different level of discipline depending on the facts and circumstances.

- Under no circumstances does the Governing Authority condone the use of unreasonable force and fear. The School strictly prohibits Corporal Punishment by all teachers, administrators, non-licensed employees, bus driver or volunteers.
- The Student Code of Conduct and related disciplinary process apply in the School, on the School property, at School activities or functions off the School premises, and during transportation to and from the School. Offenses and punishment will be determined by the Head Administrator and on an individual basis.

### Expression & Communication

- Each student has a right express differing viewpoints and to disagree with statements and policies. However such expression must be done respectfully and without disrupting class. In doing so, student must recognize and respect the rights of others. See Policy **4450**, Student Symbolic Expression.

### Property

- Each student has a right to own and possess his or her property. All searches and seizures must be done in accordance with the School's Policy **4490**, Search and Seizure. All property must be treated

### Disciplining Off-Campus Speech

The School may discipline off-campus speech which materially disrupts classwork or involves substantial disorder or invasion of the rights of others.

### Student Discipline Program for Students in Grades 9<sup>th</sup> to 12<sup>th</sup>

See the infraction table (see Policy **4410**) for a complete listing of offenses and the offenses' discipline tiers.

***Tier One***-Should a student commit a Tier One offense, the teacher shall inform the student that he/she broke a rule, explain the rule, and administer an appropriate consequence. A Tier One offense occurs:

- When a student engages in conduct constituting a Tier One offense; or
- When a student commits a Tier Two, Tier Three, or Tier Four offense that the Head Administrator deems appropriate to be considered a Tier One offense.

***Tier Two***-Should a student commit a Tier Two offense, the teacher shall explain the infraction and administer an appropriate consequence. The teacher shall also contact the student's parents/guardians and send a report to the parents/guardians and the appropriate administrative office. A Tier Two offense occurs:

- When a student engages in conduct constituting a Tier Two offense;
- When student repeatedly violates a Tier One offense; or
- When a student commits a Tier One, Tier Three, or Tier Four offense that the Head Administrator deems appropriate to be considered a Tier Two offense.

***Tier Three***-Should a student commit a Tier Three Offense, the student shall be subject to suspension under the School's suspension policy. A Tier Three offense occurs:

- When a student engages in conduct constituting a Tier Three offense;

- When a student repeatedly violates a Tier One or Tier Two offense; or
- When a student commits a Tier One, Tier Two, or Tier Four offense that the Head Administrator deems appropriate to be considered a Tier Three offense.

***Tier Four***-Should a student commit a Tier Four offense, the student shall be subject to expulsion, under the School's expulsion policy. A Tier Four offense occurs:

- When a student engages in conduct constituting a Tier Four offense;
- When a student repeatedly violates a Tier One, Tier Two, or Tier Three offense; or
- When a student commits a Tier One, Tier Two, or Tier Three offense that the Head Administrator deems appropriate to be considered a Tier Four offense.

## **Dress & Grooming**

1. All clothing is to be clean and worn appropriately.
2. Proper dress may be required in a given laboratory or instructional setting, including extracurricular activities and special programs that go beyond the ordinary school day.
3. Mid-thigh is the minimum length for dresses, skirts and shorts. Skirt slits must not extend higher than mid-thigh.
4. Pants and shorts must be worn appropriately at waist level. Undergarments should not be exposed.
5. Bare midriff, bare back, low cut tops, tight fitting and other revealing garments are prohibited. Undergarments are to be covered by outerwear.
6. Apparel that has any stated or implied reference to alcohol, drugs, and tobacco, sex, violence, or obscene language is not permitted. Adult-themed materials are not permitted. This includes clothing that displays or reflects an adult theme, magazines or other imprinted materials or pictures.
7. All decisions as to the appropriateness and safety of school dress will be at the discretion of the building administrator.
  - i. i.e. Hoods, face coverings (not for medical purposes), and other concealing garments, apparel, or accessories will not be tolerated

## **Implementation**

1. Throughout the regular school day, teachers and staff will monitor and enforce the Canton Harbor High School dress code. Students who will not comply with the requests to conform will be dealt with under the Canton Harbor High School Student Code of Conduct.
2. Students so identified will report to the appropriate administrator who will adjudge the validity of the nonconformity of the approved school dress code. If found to be appropriately dressed or groomed, the student will be permitted to return to the class with a pass indicating that the apparel/grooming is proper. If found not appropriately dressed or groomed, the student must meet the requirements of the dress code prior to returning to class. Dress code violations may result in discipline

## **Internet & Technology Acceptable Use-4430**

*Please read carefully. In order to access and use the Technology, the network, and internet, students and staff must read this policy and submit a signed agreement form found in the enrollment packet.*

The School's Governing Authority realizes that the internet and technology can greatly supplement the School's educational mission. With these opportunities come challenges to use technology in a safe and educational manner. This policy has been adopted to ensure students and staff properly use the School's Technology.

All Technology must be used responsibly, ethically, and legally. Users that do not adhere to these rules—and the guidelines elaborating these rules—will have their technology and internet use privileges removed and will be subject to disciplinary action.

This policy extends beyond the School's grounds. This policy also applies when a user's Technology use disrupts or interferes with the School, regardless of where or when the violation takes place. Users may be at home or elsewhere and still be subject to this policy.

The term "Technology" includes, but is not limited to, computers, tablets, mobile electronic devices, printers, routers, other hardware, software, internet, intranet, network, electronic mail, cellular phones, iPOD/MP3/DVD/CD players, video recorders, data devices, video games, beepers, pagers, radios, and all other similar devices.

"Users" is defined to include any student, faculty, or staff member using the School's Technology.

### **Technology Use Guidelines**

Unacceptable uses include, but are not limited to, the following:

- Violating Ohio and Federal law regarding:
  - students' and employees privacy rights,
  - copyright laws and all licensing agreements,
  - illegal downloading; installing; or accessing internet files; software, shareware; and freeware, and
  - all other applicable laws.
- Engaging in cyber-bullying.
- Using/accessing profane, obscene, pornographic, threatening or otherwise inappropriate language/materials which may be offensive or intended to harass/bully other users.
- Using technology for the following purposes: illegal activity, activity inconsistent with the School's mission, and activity prohibited by the School's policy manual.
- Gaining unauthorized access, "hacking," or attempting to gain unauthorized access.
- Sending or forwarding "spam" to a large group of users.
- Damaging or attempting to damage technology. Damaging includes, but is not limited to, physically damaging hardware, damaging or negatively affecting software, changing the settings without authorization, or disrupting the network.
- Using the School's technology for personal gain or profit.
- Sharing passwords or logging in to any system with credential other than one's own.
- Utilizing the Artificial Intelligence/ Natural Language Processing Tools (AI/NLP Tools) to complete school work

Use of Technology should conform to the following:

- Technology use is limited to educational purposes.
- Users shall use technology efficiently and courteously.
- Users shall exercise common sense and good judgment of what is permitted in a school environment.

If a user is unsure if his/her technology use conforms to these guidelines, the user shall ask the instructor before continuing with such use. If the user inadvertently violates the above guidelines, he/she should report it to the instructor immediately.

### Supervision and Monitoring

To ensure this policy is complied with and to ensure Technology works properly, the School will supervise and maintain Technology. Violations of this policy or the law may be uncovered during these processes. Should a user be found in violation, the user will be disciplined according to the Handbook's policy on Student Discipline.

### Filtering

The School recognizes that the internet can be both a source of helpful information and inappropriate materials for users. The School, in accordance with federal law, has taken reasonable steps to create an internet environment that is safe and appropriate for students. The School has filtered internet sites that may contain inappropriate information. As technology continues to evolve and the internet grows, however, the School will be unable to properly filter or detect all use and access.

All users and parents should be aware that because a site is not filtered it may still be inappropriate and not conform to this policy.

### Disclaimer of Liability & Warranty

The School makes no warranties of any kind, either express or implied, that the Technology will free of errors, will meet any of the user's specific requirements, or will be uninterrupted. The school is not liable for any direct or indirect, incidental, or consequential damages including, but not limited to, damage to the user's technology, lost data, inability to use or access the system, or loss of any information connected with use. Use of any information obtained via the Internet is at the user's own risk.

*Federal:* 47 U.S.C. 254.

*Cross Reference:* Policy 4440, Use of Mobile Electronic Devices; Policy 5453, School Equipment – Use and Return.

## **Use of Personal/Mobile Electronic Devices-4440**

Personal mobile electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the district's school. The district has created this policy to govern the possession and use of personal electronic devices on school premises. For the purposes of this policy "Personal Mobile Electronic Device" (PMEDs) means a privately owned device that is used for audio, video, or text communication or any other type of computer-like instrument.

**Personal Electronic Devices (PMEDs) may include but are not limited to:**

- Existing and emerging mobile communication systems and smart technologies (cellular phones, iPhones, Smartphones, Apple watches, etc.)
- Camera/Video Recording Devices are PMEDs and include, but are not limited to, digital cameras, cellular phones with cameras, camcorders, and other imaging devices.
- Personal Digital Assistants (PDA) (Palm organizers, pocket PCs, etc.)
- Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, earphones, etc.)
- Portable internet devices (mobile messengers, etc.)
- Current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc. No personal headphones or earbuds.

#### **A. Policy Defined at Canton Harbor High School:**

Students may possess PMEDs on their person but they must be **stored and locked away in Yondr pouches** which will be provided to students at the beginning of each school day. Students will not have access to their PMEDs at any point during the school day as defined by the head administrator. The main office reserves the right to collect PMEDs upon misuse of this policy. Parents will be informed of these practices. Parents are to call the main office (330-452-8414) to reach students for any reason rather than attempting to contact the student directly on their PEDs. Charging devices at school is prohibited. Large PMEDs that will not fit inside a Yondr pouch are strictly prohibited. Large PMEDs include but are not limited to: tablets, portable laptops, headphones, etc.

In addition to the disciplinary actions described below, a student who violates this policy may have his or her personal electronic device confiscated by a building administrator immediately. The building administrator will hold the PMED until the commencement of that school day.

Any violation of this policy will be referred to the District Administration and violations may subject students to disciplinary action, as set forth in the Code of Conduct as Level I within the tiered disciplinary matrix. Additionally, Camera/Video Recording Devices may not be used to:

- Harass, intimidate or bully another person
- Invade the privacy of another
- Publish, broadcast, transmit to any other person, by any means unauthorized or derogatory photos or video clips to another person.

While confiscated, the School may further inspect the PMED if it reasonably believes the student has violated other policies. If applicable, violations of this policy may be referred to law enforcement.

#### **B. Liability for Electronic Devices:**

Students who bring cell phones or other electronic devices to school are solely responsible for the safety and security of those devices.

The district is not responsible for lost, stolen, damaged or unauthorized use of personal electronic devices. Further, the district is not liable to any student or his or her parent/guardian for any claims, losses, damages, suits, expenses or costs of any kind arising out of or related to the use or possession of a student's personal electronic device.



### C. Damaged/Lost Pouch and Replacement Fees:

The Yondr pouches are to be considered property of Canton Harbor High School, and as such, if a student causes any intentional, permanent damage to a Yondr pouch, or steals a pouch by removing it from Canton Harbor High School property, the student is expected to pay a fee of \$20 in order to replace the damaged Yondr pouch with a new one. Damage to school property will also place students in the second tier of the disciplinary matrix.

#### **Examples of damage:**

- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage



### D. Disciplinary Actions:

These are the student consequences for violating the electronic devices policy by having their PEDs out of the Yondr pouch at any point throughout the school day:

Offense #1: Student will be sent to the main office and ensured that their PMEDs are locked away in a Yondr pouch before returning back to class. If a student refuses to put their PMEDs in a Yondr pouch, the consequence will be leveled up to a second offense consequence as written below.

Offense #2: Student will be sent to the main office and their PMEDs will be confiscated by the office staff and placed in a secure locker until the end of the school day when the student will be able to collect their PMEDs. If a student refuses to hand over their PMEDs to the office staff, the consequence will be leveled up to a third offense consequence as written below. A call will be made home informing the student's parent/guardian of this practice.

Offense #3: Students will be sent to the main office and will be written up, placing them in the first tier of the disciplinary matrix. In addition to the write-up, a call will be made home informing the student's parent/guardian and the student will be sent home for the remainder of the school day.

Following the third offense, the student will work with the office staff to create an intervention plan that will help the student diminish the chance of further violating the electronic devices policy. This plan will vary student-to-student, but could involve various measures including but

not limited to: office staff confiscating all PEDs from the student and keeping them locked away in the office until the end of every single school day, etc.

## **Daily Process**

As students **Arrive to School**, they will:

1. Turn their phone off.
2. Place their phone inside their Pouch and secure it in front of school staff.
3. Store their Pouch on their person for the day.

At the end of the day, students will open their Pouch, remove their phone and put their Pouch in the collection bin.

\*Students arriving late or leaving early will pouch/unpouch their phones in the Main Office.

- Use and possession is subject to additional rules developed by the School.

## **Violating Mobile Electronic Device Policy.**

Students that violate the above policy will be subject to disciplinary action and the Student may lose his/her privilege to bring the PMED on school property and/or have his/her device confiscated. If confiscated, the Student shall cooperate in surrendering the PMED, and the device will only be returned to the Student's parent or guardian. While confiscated, the School may further inspect the PMED if it reasonably believes the student has violated other policies.

*Cross Reference:* Policy 4430, Internet & Technology Acceptable Use.

## **Student Symbolic Expression-4450**

Students have the right to symbolic expression provided that students comply with this policy's time, place, and manner requirements.

Symbolic expression is defined as a student's ability to distribute or display non-sponsored, non-commercial written material, handbills, petitions, audio, and video; clothing; buttons and badges; and banners, signs, and other insignia.

### **Student Symbolic Expression Guidelines**

Symbolic Expression may not be made, displayed, or distributed if it:

- materially and substantially disrupts the School's educational mission or presents the likelihood of doing so;
- contains libelous, obscene, racist, vulgar, lewd, or indecent words, phrases or depictions;
- intends to be threatening, insulting, intimidating, harassing, or to incite fighting; or
- promotes or advertises any product or service not permitted to minors by law.

Symbolic expression, consistent with the above policy, must be distributed or displayed so as not to interfere with the School's education or student's safety. Accordingly, the following time, place, and manner restrictions apply:

- a student may display or distribute permitted materials during lunch and after school in approved locations;
- a student may not display or distribute material during class periods or during passing time between classes; and
- material must not block exits and must allow proper entry to and exit from the building.

The School may require that symbolic expression materials be reviewed prior to being distributed.

*Cross Reference:* Policy 4410, Student Bill of Rights & Responsibilities; Policy 4420, Dress and Grooming; Policy 4460, Assembling & Disorder.

### **Assembling & Disorder-4460**

Students have the right to assemble peaceably and to express their ideas and opinions, provided students observe the concurrent responsibility to respect the rights of others and not to disrupt the educational process. The School prohibits any demonstration that infringes on the rights of others or disrupts the School's educational program and reserves the right to terminate any demonstration that disrupts the School's primary goal of providing an education.

A demonstration may not disrupt or violate the rights of others regardless of its purpose, whether it is peaceful or violent and whether it is conducted by an individual or a group.

*Cross Reference:* Policy 3843, Obscene Materials; Policy 4410, Student Bill of Rights & Responsibilities; Policy 4420, Dress & Grooming; Policy 4450, Student Symbolic Expression.

### **Drugs, Alcohol, and Tobacco-4470**

#### **Alcohol and Drug Usage**

The School recognizes that drug and alcohol abuse is a serious problem. Drug and alcohol abuse prevents individuals from reaching their academic and social potential. The School, therefore, prohibits students and all other individuals from using, possessing, concealing, or distributing any drug, alcohol, or any drug/alcohol-related paraphernalia in the School, on school property, in vehicles used or operated by the School, and at any school-sponsored event.

"Drugs" are defined as alcoholic beverages, as all controlled substances prohibited by Ohio Revised Code 4729.01 and Federal Law, chemicals which release toxic vapors, alcoholic beverages, prescription or patent drugs (except those for which permission to use has been granted pursuant to the policies found in this manual or authorized by the Governing Authority), anabolic steroids, and any substance that is a "look-alike" to any of the above.

Students who violate this policy will be subject to appropriate disciplinary action, which may include suspension, expulsion, and referral for prosecution. Disciplinary action may also include a voluntary referral to qualified and properly licensed persons or agencies for screening and assessment.

Students who are suspected of using, possessing, or distributing drugs and/or alcohol will be subject to the School's policies and procedures on search and seizure.

*School Prevention Program.* To further the School's educational mission and to prohibit drug use, the School shall develop a Drug Prevention Program. The program shall be developed in accordance with the Ohio Department of Education and shall educate students about the health, legal, social, and psychological consequences of using drugs. The program shall also equip students with techniques for overcoming peer pressure to use drugs and promote positive health, self-esteem, and respect for one's body.

*Additional School Policies to Prevent Drug and Alcohol Use.* To ensure the School further prevents drug use and evolves to reflect changing issues involving drug use, the School shall:

- Develop a curricula, activities, and programs for instructing students on the illegality and negative effects of possessing or using drugs, alcohol, and tobacco.
- Provide students and parents with information about drug and alcohol counseling, rehabilitation and re-entry programs.
- Conduct a review of the School's program and initiatives twice annually. The review will be conducted by the Head Administrator or his/her designee, with the program's effectiveness and implement changes.
- Establish administrative guidelines to implement this policy.

### Smoking/Tobacco Use Prohibited

The School prohibits tobacco usage on School grounds. Smoking means inhaling, exhaling, burning, or carrying any lighted or heated tobacco product or plant product intended for inhalation in any manner or in any form. "Smoking" includes the use of an electronic smoking device and a vapor product. "Tobacco usage" is defined to include, but is not limited to the following: cigarettes, "smokeless" tobacco, clove cigarettes, chewing tobacco, snuff, cigar, pipe, or any other matter or substance that contains tobacco. The absolute prohibition on tobacco usage extends to all persons including students, staff members, school visitors, and any other person on school property.

This policy is based, in part, on the health and safety of the entire school community. By banning usage on School property, this policy ensures all nonusers are not exposed to the unwanted, negative side effects of tobacco.

This policy extends to the School building, school property, on school buses, at any interscholastic competition, at an extra-curricular event, or any other school-sponsored activity.

This policy applies at all events sponsored by the School and all events on School property that are not sponsored by, or associated with, the School.

"No Smoking" signs should be posted at each entrance and other areas as needed. Each sign must include a telephone number for reporting violations.

### Electronic Smoking Devices (Vaping) Use Prohibited

The School shall include instruction in its health curriculum about the harmful effects and legal restrictions against the use of electronic smoking devices (vaping).

*Federal:* 21 U.S.C. 806.

*Ohio:* R.C. 3313.95, R.C. 3313.751, R.C. 3794.

*Cross Reference:* Policy 4490, Search and Seizure.

## **Pregnant Students & Students with Children-4480**

The School's Governing Authority believes that enrolled students should not be denied an educational program because of issues relating to pregnancy, pregnancy-related disabilities, potential parenthood, childbirth or parenthood.

In order to participate in school activities, the School may require a pregnant student to provide a written note from her doctor. The written note must state (1) that the student may participate in the desired classes, co-curricular and/or extra-curricular programs and (2) that such participation will not harm the student's health or her pregnancy.

*Federal:* 20 U.S.C. 1681.

## **Search and Seizure-4490**

In order to preserve a safe environment for all students and staff, the School may conduct reasonable searches of students and student property. All searches, must recognize the privacy rights of students and may not be done without reasonable basis or in an unreasonable manner.

The authorization to search extends to all situations in which the student is under the School's jurisdiction or control.

### **Types of Searches**

Searches may include, but are not limited to the following types:

*School-provided Storage.* School lockers, desks, and other storage spaces provided by the School are the School's property. Students have no expectation of privacy in these storage spaces from school officials. The School may allow the Head Administrator or his/her designee to conduct regular searches of all such storage places or as is determined reasonably necessary.

*Person & Personal Property.* An Individual's person, car, and other personal belongings may be searched whenever the School has reason to believe (1) the student is concealing evidence connected to a school policy violation or criminal activity and (2) the items to be searched are capable of concealing such evidence. Searches do not require a student's consent.

*Electronic Searches.* Students have no expectation of privacy with regards to using the internet, intranet, network, or electronic mail. Usage of such electronics may be monitored and maintained and may uncover that a student has violated the School policy or usage.

### **Guidelines for Searches & Seizures**

All searches and seizures shall conform to the following guidelines:

1. The extent of each search shall be proportionate to the severity of the alleged infraction.
2. Searches of a student's person shall be conducted in a private area by a school official and observed by an objective third party. Both the school official and the third party shall be of the same sex as the student being searched. The search may not require the student to remove clothing nor should the student be touched in any way.

3. School locker, desks, and other storage property may be inspected. Students must open lockers and other storage areas at the request of School officials. A student has the right to be present during a search unless the student is absent or an otherwise compelling situation necessitates a search in the student's absence.
4. The Head Administrator or his/her designee may use canines when he/she reasonably suspects that illegal drugs may be found and a search warrant has been obtained. The canines (i) must be trained in detecting drugs, (ii) may only be used to determine if drugs are present in areas where the substance may be concealed, and (iii) must be conducted in conjunction with law enforcement officials or otherwise certified organizations.
5. Students are prohibited from keeping prohibited items belonging to other individuals within their lockers, backpacks, or desks.
6. The Head Administrator or his/her designee may use a breath-test instrument to determine if a student has consumed alcoholic beverages.

### Documenting Searches & Possessing Contraband

All searches shall be immediately documented in a written report by the Head Administrator or his/her designee. The written report shall (1) explain why the search was conducted, (2) identify persons providing information, (3) indicate areas searched, (4) describe and identify contraband found, (4) identify persons present, and (5) explain how contraband was disposed of following the search.

All contraband and other illegal or dangerous substances seized shall be controlled and disposed of by the Head Administrator or his/her designee.

## **Student Discipline**

### **Tiered Student Discipline Program-4510**

In order to achieve the School's educational goals, the School requires all students to conform to the policies outlined in this handbook and further elaborated in the School's manual. Failure to comply with these requirements will result in the student's discipline.

Discipline is to be administered in a reasonable manner and is designed to help the student take responsibility for his or her actions. The School shall generally follow the Tiered Student Discipline Program outlined below. However, the type of discipline will depend on the facts, circumstances, and severity of a student's failure to comply with applicable guidelines, rules, or policies.

Under no circumstances does the Governing Authority condone the use of unreasonable force and fear. The School strictly prohibits Corporal Punishment by all teachers, administrators, and volunteers. See Policy 4560, Positive Behavior Interventions and Support, Seclusion, and Prohibited Practices, for a complete explanation of the School's force and restraint policies. The Student Code of Conduct and related disciplinary process applies in the School, on the School property, at School activities or functions off the School premises, and during transportation to and from the School. Offenses and punishment should be determined by the Head Administrator.

## Tiered Discipline Program

*Tier One.* Should a student commit a Tier One offense, the teacher should alert the student that he/she broke a rule, explain the rule, and administer an appropriate consequence. Tier One offenses include, but are not limited to:

### 1) Disruptive and/or Prohibited Behavior

- a. Engaging in any physical display of affection with another student
- b. Failing to follow reasonable instructions, directions, or guidelines or refusing to comply with a reasonable request while on School property or at a School activity or event
- c. Running or causing any disruption in a school building
- d. Littering inside a School building or anywhere on the School premises
- e. Misbehaving and/or failing to follow applicable guidelines, rules, or policies during assigned lunch periods, on School playgrounds, in School hallways or restrooms, or on School transportation vehicles
- f. Lying to School employees, personnel, or officials, parent volunteers, or any member of the School community
- g. Violating School dress code guidelines, rules, or policies
- h. Using any electronic device (cellular telephones, smartphones, iPads, iPods, gaming devices, etc.) without approval, on School property, and during School hours
- i. Chewing gum on School property
- j. Failing or refusing to turn in homework assignments or complete classroom work
- k. Ignoring safety guidelines, rules, or policies
- l. Failing to adhere to any School and/or individual classroom guidelines, rules, or policies
- m. Shouting at, harassing, or disrespecting School employees, personnel, officials, parent volunteers, any members of the School community, or other students
- n. Failing to show up on time for class
- o. Using or creating toys or other distracting objects

### 2) Misuse and/or Abuse of School Property

- a. Using School internet access, School telephones, technology, or any School electronic device for an illegal, improper, or unauthorized reason
- b. Stealing or defacing School books, materials, electronic devices, or supplies

*Tier Two.* A Tier Two offense occurs if the student repeats a Tier One offense or the student engages in conduct constituting a Tier Two offense. Should a student commit a Tier Two offense, the teacher should explain the rule and administer an appropriate consequence. The teacher shall also contact the student's parents/guardians and send a report to the parents/guardians and the appropriate administrative office. In addition to repeated Tier One offenses, Tier Two offenses include, but are not limited to:

### 1) Repeated and/or Serious Tier One Offenses

### 2) Disruptive and/or Prohibited Behavior

- a. Using inappropriate, insulting, or abusive language in any form towards School employees, personnel, officials, parent volunteers, any members of the School community, or other students

### 3) Damage/Destruction of School Property

- a. Causing, attempting, or threatening to cause or attempt any form of damage or destruction to School property

### 4) Academic Dishonesty

- a. Cheating or plagiarizing
- b. Misappropriating or misrepresenting the work of another as one's own work

- c. Using unauthorized materials during a quiz or exam
- d. Fraudulently altering work or official documents
- e. Falsifying dates, records, signatures, or any other aspect of an official document or School assignment
- f. Interfering or tampering with the instructor's work or another student's work
- g. Aiding and abetting another student attempting to engage in act of academic dishonesty
- h. Remaining on School property without a reason for being present, after being instructed to leave, without permission from School authority, or without properly identifying oneself
- i. Trespassing on School property
- j. Engaging in or coercing another to engage in any form of hazing
- k. Participating in any gang activity or similar organizational activity, which is disruptive to the educational process
- l. Wearing, carrying, displaying, or exhibiting an affiliation with a gang
- m. Intimidating or bullying other students by means of verbal abuse/menacing or threats of violence including all forms of cyber-bullying
- n. Engaging in obscene, vulgar, or insulting conduct or using obscene, vulgar, or insulting language
- o. Possessing, producing, or distributing offensive and prohibited materials
- p. Willfully engaging in a course of conduct intended to interfere with the educational process
- q. Repeatedly failing to show up for class without an acceptable excuse

*Tier Three.* A Tier Three offense occurs when the student continues to violate the rules despite appropriate actions at Tiers One and Two or the student engaged in conduct constituting a Tier Three offense. The Head Administrator or his/her designee may suspend the student under the suspension procedures. Tier Three offenses include, but are not limited to:

- 1) Repeated and/or Serious Tier One and/or Tier Two Offenses
- 2) Violence and Threats of Violence
  - a. Physical Injury
    - i. Inflicting bodily injury upon another person
    - ii. Physically contacting another student, which results in physical injury or unacceptable physical contact
    - i. Willfully engaging in a course of conduct that unreasonably places School employees, personnel, officials, parent volunteers, any members of the School community, or other students at risk of physical injury
  - b. Threats
    - i. Threatening a School building or any School premises at which an extracurricular event, interscholastic competition, or any other School program or activity is occurring with a bomb
    - ii. Threatening to inflict bodily injury upon another person
- 3) Miscellaneous Prohibited and/or Illegal Activity
  - a. Extorting another person by threat, intimidation, or coercion
  - b. Obtaining or attempting to obtain money, information, or personal property by means of theft, robbery, or fraud/deception
  - c. Transferring, distributing, selling, or purchasing stolen goods
  - d. Engaging in or committing an act that is criminally punishable



- e. Participating in or organizing any gambling activity, which involves the payment or exchange of something of value in return for the chance to win a prize or something of value
- f. Participating in any illegal gang-related activity
- g. Using, possessing, selling, purchasing, or distributing any banned or controlled substance, drug, alcohol, alcohol product, tobacco product or similar substance capable of altering behavior, mood, feelings, or state of mind including any paraphernalia associated with the particular substance
- h. Making unwanted sexual requests, advances, or communications or engaging in any other form of sexual harassment

*Tier Four.* A Tier Four Offense occurs if the student continues to violate the rules despite appropriate action at Tiers One, Two, and Three or the student engages in conduct constituting a Tier Four offense. Tier Four offenses are punishable by exclusion, under the exclusion procedures. Tier Four offenses include, but are not limited to:

1) Repeated and/or Serious Tier One and/or Tier Two and/or Tier Three Offenses

2) Weapons

- a. Firearms
  - i. Bringing a firearm to the School or onto any School property
    - 1. Mandatory one-year expulsion
  - ii. Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is not located in the School or on School property
    - 1. Discretionary one-year expulsion
  - iii. Possessing a firearm at School, on School property, or at an interscholastic competition, an extracurricular event, or any other School program or activity, which was initially brought onto School property by another person
    - 1. Discretionary one-year expulsion
- b. Knives
  - i. Bringing a knife to the School, onto any School property, to an interscholastic competition, an extracurricular event, or any other School program or activity
    - 1. Discretionary one-year expulsion
  - ii. Possessing a knife at School, on School property, or at an interscholastic competition, an extracurricular event, or any other School program or activity, which was initially brought onto School property by another person
    - 1. Discretionary one-year expulsion
- c. Dangerous Weapons
  - i. Bringing or possessing a dangerous weapon, device, instrument, material, or substance capable of causing death or serious bodily harm on School property.

*Cross Reference:* Policy 2650, Bomb Threats; Policy 2660, Weapons; Policy 2670 Public Conduct on School Property; Policy 4103, Harassment and Sexual Harassment; Policy 4104, Policy on Harassment, Intimidation, and Bullying; Policy 4105, Anti-Hazing Policy; Policy 4106, Policy on Gang Activity & Other Prohibited Groups; Policy 4410, Student Bill of Rights & Responsibilities; Policy 4430, Internet & Technology Acceptable Use; Policy 4440, Use of Mobile Electronic Devices; Policy 4450, Student Symbolic Expression; Policy 4460, Student Symbolic Expression; Policy 4470, Drugs, Alcohol, and Tobacco; Policy 4520, Transportation Discipline; Policy 4530, Suspension & Expulsion Policy; Policy 4540, Disciplining a 504 Student; Policy 4550, Suspension & Expulsion Policy for Students with Disabilities.

## **Transportation Discipline-4520**

This policy applies *only* where the student's sole discipline is the denial of bus riding privileges. A student may disciplined under this policy, may be subject to additional discipline under the School's Code of Conduct.

In regards to riding privileges and rules, the School is required to enforce and follow the policy of the student's home district that provided the transportation. Accordingly, the School must follow the school district's policy in imposing the period of time for suspension.

### **Due Process Rights**

While the School follows the discipline policies of the home district, the School still oversees the student's right to a hearing. Before a student's privileges are suspended, the student shall be provided notice and shall be given an opportunity to be heard before the School's Head Administrator in accordance with Policy **4530**, Suspension & Expulsion Policy.

A student may be immediately removed, without hearing, when a student poses a danger to other persons or property or threatens the bus's safe operation under the School's Emergency Suspension Rule.

If a disabled student is suspended or immediately removed, the School shall follow the laws governing suspension and expulsion of disabled students.

### **Disseminating this Policy**

To ensure familiarity and compliance with these policies, the School has posted the School District riding policies in the school and has made the policies available for Parents or Students.

*Ohio:* R.C. 3314.091, R.C. 3327.01.

*Cross Reference:* Policy 4510, Tiered Student Discipline Program; Policy 4520, Transportation Discipline; Policy 4530, Suspension & Expulsion Policy; Policy 4540, Disciplining a 504 Student; Policy 4550, Suspension & Expulsion Policy for Students with Disabilities.

## **Suspension & Expulsion Policy-4530**

The Governing Authority understands the severity of excluding a student from the School. The Governing Authority, however, will not tolerate violent, dangerous, disruptive, or inappropriate behavior by students that substantially impedes the School from accomplishing its educational mission. The following policy outlines when a student may be excluded from school, the procedure to follow, and the due process rights available to students.

If an alleged violation of the Code of Conduct meets the definition of sexual harassment under Title IX, then the School must follow its Policy No. 3120, Title IX Compliance and Grievance Procedure prior to imposing any disciplinary sanctions or other actions that are not supportive measures, including but not limited to, contacting the Title IX coordinator.

Violations of the Code of Conduct, for pre-k to 3<sup>rd</sup> grade students, are broken down into the following Categories:

Category 1: A serious and specific offense for which suspension or expulsion is statutorily required (e.g., bringing a firearm to school) or statutorily authorized (e.g., possessing a firearm, bringing a knife capable of causing serious bodily injury, making a bomb threat, or causing serious harm to persons or property).

Category 2: An offense not listed in Category 1 but for which the School determined suspension was necessary to protect the immediate health and safety of the student, the student's fellow classmates, or the classroom staff or teachers.

Category 3: A "minor offense" that neither belongs in Category 1 or Category 2.

Students may be excluded by:

- *In-School Suspension.* A student may be removed temporarily to an in-school suspension, which is a suspension served in a supervised learning environment within the School setting.
- *Out of School Suspension.* A student may be removed temporarily from the School for a maximum of ten (10) days for misconduct and violating the school rules. Said student shall have an opportunity to (1) complete missed classroom assignments and (2) receive at least partial credit for any assignment completed. The School may reduce a student's grade due to the student's suspension, but the School shall not assign a failing grade solely because of the student's suspension.
  - *Exception:* Pre-K to 3<sup>rd</sup> grade students shall only be subject to out of school suspension for serious offenses or only as necessary to protect the immediate health and safety of the student, fellow classmates, classroom staff and teachers, or other employees.
- *Emergency Suspension.* A student may be removed *immediately* from the School, without formal due process procedures when the Head Administrator determines, at his or her discretion, that the student's continued presence at the School poses a danger to others or to property or is an ongoing threat. The School shall then proceed to have a hearing on the next school day.
  - *Exception:* Pre-K through 3<sup>rd</sup> grade students may be removed on an emergency basis only for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities on the school day following the day in which the student was removed. When a student is removed and returned to curricular and extracurricular activities on the next school day, the School shall not be required to hold a hearing provide notice of such hearing. Suspension proceedings shall not be initiated against a student in Pre-K through 3<sup>rd</sup> grade who was removed from a curricular or extracurricular activity on an emergency basis unless the student committed a serious offense or it is necessary to protect the immediate health and safety of the student, fellow classmates, classroom staff and teachers, or other employees.
- *Expulsion.* A student may be removed entirely for a period of (1) year or up to eighty (80) days depending on the severity of the student's behavior. All expulsions require a hearing.
  - *Exception:* Pre-K to 3<sup>rd</sup> grade students shall only be subject to an out of school expulsion for serious offenses or only as necessary to protect the immediate health and safety of the student, fellow classmates, classroom staff and teachers, or other employees.
- *Emergency Expulsion.* A student may be removed *immediately* from the School, without formal due process procedures when the Head Administrator determines, at his or her discretion, that the student's continued presence at the School poses a danger to others or to property or is an ongoing threat. The School shall then proceed to have a hearing on the next school day.

- *Exception:* Pre-K through 3<sup>rd</sup> grade students may be removed on an emergency basis only for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities on the school day following the day in which the student was removed. When a student is removed and returned to curricular and extracurricular activities on the next school day, the School shall not be required to hold a hearing provide notice of such hearing. Expulsion proceedings shall not be initiated against a student in Pre-K through 3<sup>rd</sup> grade who was removed from a curricular or extracurricular activity on an emergency basis unless the student committed a serious offense or it is necessary to protect the immediate health and safety of the student, fellow classmates, classroom staff and teachers, or other employees.

## Suspension

A student may be suspended for a maximum of ten (10) days for misconduct and violating school rules. If a suspension is imposed with fewer than ten (10) days left in the school year, the student may be required to perform community service or another alternative consequence for a number of hours equal to the remaining period of the suspension. The student shall be required to begin the community service or alternative consequence during the first full weekday of summer break. The School, in its discretion, may develop an appropriate list of alternative consequences. If the student fails to complete community service or the assigned alternative consequence, the School shall determine an appropriate course of action. Such action however, shall not include requiring the student to serve the remaining period of the suspension at the beginning of the following school year.

Suspensions generally entitle students to a hearing, outlined below, except in the following two situations. First, students suspended from co-curricular or extra-curricular activities will not be entitled to notice, hearing, or appeal because participating in such activities is a privilege and not a right. Second, in-school suspensions are not subject to hearing.

*Suspension Procedure.* The following procedure shall apply to out-of-school suspension:

- Before imposing the suspension, the Student is provided a “Notice of Intent Suspend from School,” Form **3810.2**. The Notice shall provide the reasons for the proposed suspension.
- The Student is provided an informal hearing to challenge or otherwise explain the incident leading to the proposed suspension. The hearing will be conducted before the Head Administrator or his/her designee and the student may not call witnesses at the hearing.
- If the suspension is issued, the Head Administrator will notify, in writing, the following parties: the Student’s parents or guardian, with a “Notice of Suspension,” Form **3810.3**. The written notification shall explain the reasons for the suspension. The student’s parents or guardian shall also be notified, in writing of “Notice of Suspension Letter,” Form **3810.4**.
- If the student appeals to the Governing Authority, the student must file a written appeal to the Governing Authority within 14 calendar days of receiving the “Notice of Intent to Suspend from School.” The Student or the Student’s parents may request the meeting be held in executive session. All decisions, however, must be acted upon in a public meeting. The Governing Authority, by a majority vote of its full membership shall act upon the suspension by affirming the suspension, reinstating the student, or otherwise modifying the order.

## Emergency Suspension

A student may be removed immediately from the School or School property—without following the suspension or expulsion procedures—if the Head Administrator or his/her designee determines the student’s presence at the School creates (1) a health risk, (2) presents a danger to other persons or property or (3) seriously disrupt the School’s function.

Additionally, a student may be immediately removed from a curricular or extracurricular activities by a teacher. The student will be sent to the Head Administrator or his/her designee. The teacher must submit in writing the reasons for removal.

*Emergency Suspension Procedure.* The following procedure shall apply to Emergency Suspensions:

- Once removed from the activity or school premises, the School shall provide the student written notice “Notice of Emergency Removal,” Form **3810.1**, as soon as practicable. The notice shall provide reasons for the removal and notify the student of a hearing.
- The hearing shall take place the next school day from the time of the initial order. The hearing shall be held in accordance with the Suspension hearing rules unless it is probable that the student may be subject to expulsion, in which case the hearing shall be held in accordance with the Expulsion rules. The individual who ordered, caused, or requested the emergency suspension shall present at the hearing.
- If the Head Administrator reinstates a student before the hearing, the teacher, upon request, shall be given in writing the reasons for reinstating the student.
- If the suspension is issued, the Head administrator will notify, in writing, the following parties: the Student’s parents or guardian with a “Notice of Suspension,” Form **3810.3**. The written notification shall explain the reasons for the suspension. The student’s parents or guardian shall also be notified, in writing of “Notice of Suspension Letter,” Form **3810.4**.
- If the student appeals to the Governing Authority, the student must file a written appeal to the Governing Authority within 14 calendar days of receiving the “Notice of Intent to Suspend from School.” The Student or the Student’s parents may request the meeting be held in executive session. All decisions, however, must be acted upon in a public meeting. The Governing Authority, by a majority vote of its full membership shall act upon suspension by affirming the suspension, reinstating the student, or otherwise modifying the order.

### Ability to Make Up Work Required

The School shall allow students to complete classroom assignments missed during both in-school and out-of-school suspensions.

### Expulsion

A student may be expelled or totally removed from the education program for more than ten (10) days. Expulsions imposed with fewer days left in the school year than the expulsion requires may be extended into the following school year at the discretion of the Head Administrator or his/her designee. Instead of or in addition to serving an expulsion, the student may be required to perform community service. However, a student may not perform community service if he or she is expelled for bringing a firearm to School or onto School property.

During the student’s expulsion, the School may continue educational services in an alternative setting.

*Offenses worthy of Expulsion.* Expellable offenses may be broken into three categories:

1. Students must be expelled for one year for the following offense:
  - Bringing a firearm to the School, onto School property, or on any property used or leased by the School for school; extracurricular events; or school-related events. On a case by case basis, the School may reduce this disciplinary action in accordance with section 3313.661 of the Revised Code.
2. Students may be expelled for a maximum of one (1) year for the following offenses:
  - Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the school district. On a case by case basis, the School may reduce this disciplinary action in accordance with section 3313.661 of the Revised Code.

- Bringing a knife capable of causing serious bodily injury or possessing a knife capable of causing serious bodily injury that was brought on by another person to the School, onto School property, or to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School.
- Making a bomb threat to a school building or any premises at which a school activity is occurring at the time under the threat.
- Committing an act that is a criminal offense when committed by an adult and the offense results in serious physical harm to persons or property, *while* the student is at school, on any other property owned or controlled by the Governing Authority, at an interscholastic competition, an extracurricular event, or any other school program or activity.

3. Students may be expelled up to eighty (80) school days for the following offenses:

- Serious misconduct.
- Serious violation of the School rules.
- Other cause.

A “firearm” is defined in accordance with 20 U.S.C. 7151 and means any weapon (including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receive of any such weapon, any firearm or firearm silence; or any destructive device.

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

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

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s ability); or
- b. Other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

The Head Administrator may, in his/her sole judgment and discretion, reduce an expulsion for making a bomb threat to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s ability); or
- b. Other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

On a case by case basis, the Head Administrator may reduce disciplinary action for all offenses involving firearms and knives.

*Expulsion Procedure.* The following procedure shall apply to Expulsions:

- Before enforcing the expulsion, the Student *and* his/her parent or guardian is provided a “Notice of Intent Expel,” Form **3810.5**. The Notice shall provide the reasons for the proposed expulsion, the time and place for the hearing.
- The Student is provided a hearing not less than three or more than five days after receiving the Notice. The student may challenge or otherwise explain incident leading to the proposed expulsion. The hearing will be before the Head Administrator or his/her designee and the student may not call witnesses at the hearing.
- If the expulsion is issued, the Head Administrator will notify, in writing, the following parties: the Student’s parents or guardian and the Treasurer with a “Notice of Expulsion,” Form **3810.6**. The written notification shall explain the reasons for the suspension. The form shall explain the right to appeal to the Governing Authority, the method of appealing to the Governing Authority, and the right to request that the hearing be held in executive session. If the expulsion is for more than twenty (20) school days or if the expulsion will extend into the following semester or school year shall, the notice shall include information about services or programs offered by public and private agencies, including names addresses and phone numbers, that work toward improving those aspects of the student’s attitudes and behavior that contributed to the incident that gave rise to the student’s expulsion.
- If the student appeals to the Governing Authority, the student must file a written appeal to the Governing Authority within fourteen (14) calendar days of receiving the “Notice of Intent to Expel from School.” The Student or the Student’s parents may request the meeting be held in executive session. All decisions, however, must be acted upon in a public meeting. The Governing Authority, by a majority vote of its full membership shall act upon expulsion by affirming the expulsion, reinstating the student, or otherwise modifying the order.

The Head Administrator must continue to follow through on expellable offenses, even if the expelled student withdraws from the School prior to the hearing or Head Administrator’s decision.

### Emergency Expulsion

A student may be removed immediately from the School or School property—without following the suspension or expulsion procedures—if the Head Administrator or his/her designee determines the student’s presence at the School creates (1) a health risk, (2) presents a danger to other persons or property or (3) seriously disrupt the School’s function.

Additionally, a student may be immediately removed from a curricular or extracurricular activities by a teacher. The student will be sent to the Head Administrator or his/her designee. The teacher must submit in writing the reasons for removal.

*Emergency Expulsion Procedure.* The following procedure shall apply to Emergency Expulsion:

- Once removed from the activity or school premises, the School shall provide the student written notice “Notice of Emergency Removal,” Form **3810.1**, as soon as practicable. The notice shall provide reasons for the removal and notify the student of a hearing.
- The hearing shall take place within the next school day from the time of the initial order. The hearing shall be held in accordance with the Expulsion hearing rules. The individual who ordered, caused, or requested the emergency expulsion shall present at the hearing.
- If the Head Administrator reinstates a student before the hearing, the teacher, upon request, shall be given in writing the reasons for reinstating the student.
- If the expulsion is issued, the Head Administrator will notify, in writing, the following parties: the Student’s parents or guardian and the Treasurer with a “Notice of Expulsion,” Form **3810.6**. The written notification shall explain the reasons for the expulsion. The form shall explain the right to appeal to the Governing Authority, the method of appealing to the Governing Authority, and the right to request that the hearing be held in executive session. If the expulsion is for more than twenty (20) school days or if the expulsion will extend into the following semester or school year shall, the notice shall include information about services or programs offered by public and

private agencies, including names addresses and phone numbers, that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion.

- If the student appeals to the Governing Authority, the student must file a written appeal to the Governing Authority within fourteen (14) calendar days of receiving the "Notice of Intent to Expel from School." The Student or the Student's parents may request the meeting be held in executive session. All decisions, however, must be acted upon in a public meeting. The Governing Authority, by a majority vote of its full membership shall act upon expulsion by affirming the expulsion, reinstating the student, or otherwise modifying the order.

#### Consultation with Mental Health Professional

Beginning 2018-2019 school year, the Head Administrator shall consult with a mental health professional under contract with the School prior to issuing an out-of-school suspension or expulsion for a student in any of grades pre-K through three. If the events leading up to suspension or expulsion indicate a needs for additional mental health services, the Head Administrator or mental health professional must, without a financial burden to the School, assist the student's parent or guardian with locating providers or obtaining those services. That assistance might include referral to an independent mental health professional. This does not limit a Schools' responsibility to provide special education and support services in the manner required by Ohio and federal law.

The School, its governing authority, and its employees shall be immune from civil damages for injury, death, or loss to person or property arising from a school employee's decision not to provide or procure mental health services for a suspended or expelled student, unless the decision is made with malicious purpose, in bad faith, or in a wanton or reckless manner.

#### Permanent Exclusion

The Head Administrator may seek permanent exclusion pursuant to the process outlined in Ohio Revised Code 3313.662. The acts (as provided under 3313.662) qualifying a student for permanent exclusion are specified. A student must be 16 or older (at the time the act was committed) and convicted or adjudicated delinquent for violating any of the following:

- 2923.122: Illegal conveyance or possession of a deadly weapon or dangerous ordnance or of object indistinguishable from firearm in a school safety zone.

Any of the following acts, if committed on property owned or controlled by, or at an activity held under the auspices of the school:

- 2923.12: Carrying Concealed Weapons
- 2925.03: Trafficking or Aggravated Trafficking of Drugs
- 2925.11: Possession of Controlled Substances (Other than minor drug offenses)

Any of the following acts, if committed on property owned or controlled by, or at an activity held under the auspices of the school if the victim was an employee of the school:

- 2903.01: Aggravated Murder
- 2903.02: Murder
- 2903.03: Voluntary Manslaughter
- 2903.04: Involuntary Manslaughter
- 2903.11: Felonious Assault
- 2903.12: Aggravated Assault
- 2907.02: Rape
- 2907.05: Gross Sexual Imposition
- Complicity for any of the above criminal acts, regardless of whether the complicity occurred on



property owned or controlled by, or at an activity held under the auspices of the school.

After obtaining or receiving proof of the conviction or adjudication and determining that it is appropriate to seek permanent exclusion, the Head Administrator shall give the student and the student's parent, guardian, or custodian written notice that the Head Administrator intends to recommend to the Governing Authority that the Governing Authority adopt a resolution requesting the superintendent of public instruction to permanently exclude the pupil from public school attendance.

#### Sealed Records

The School shall comply with any court order regarding the sealing of a current or former student's records under R.C. 2151.357; provided, however, that the School shall retain records as permitted under R.C. 2151.357 for any student who has been permanently excluded under Sections 3301.121 and 3313.62 of the Revised Code, where those records are regarding an adjudication that the student is a delinquent child that was used as the basis for the student's permanent expulsions. Except as permitted by Sections 3301.121; 3313.662, or 2151.358 of the Revised Code, no officer or employee of the School shall release, disseminate, or otherwise make available records of a student which have been sealed pursuant to R.C. 2151.357 for any purpose involving employment, bonding, licensing, or education to any person or to any department, agency or other instrumentality of the state or of any of its political subdivisions any information or other data concerning any arrest, taking into custody, complaint, indictment, information, trial, hearing, adjudication, or correctional supervision.

#### General Policies Regarding Exclusion

While a student is excluded, whether suspended, removed, or expelled, the Governing Authority prohibits the Student from attending or participating in all School functions or entering the School. The Head Administrator may permit the student to do otherwise.

#### Reporting to the Department of Education

For each of school years 2018-2019, 2019-2020, and 2021-2022, the School must report to the Department of Education the number of out-of-school suspensions and expulsions issued for any of its students in any of grades pre-K through three, placing each suspension or expulsion on one of the three categories.

Using the numbers reported for the 2018-2019 school year as a base line, each district or school must reduce the number of Category 3 suspensions according to the following schedule:

2017/2018: 0%  
2018/2019: 0%  
2019/2020: 25%  
2020/2021: 50%  
2021-2022: 100%

Additionally, the School must report to the Department of Education, information on whether the School has implemented a PBIS framework.

This policy will be posted in a central location. Additionally, this policy will be made available to students.

*Ohio:* R.C. 2151.357, 3301.121, 3313.66, R.C. 3313.661, R.C. 3313.662, R.C. 3313.664; R.C. 3321.13; R.C. 3314.03; 3314.146.

*Cross Reference:* Policy 4510, Tiered Student Discipline Program; Policy 4520, Transportation Discipline; Policy 4540, Disciplining a 504 Student; Policy 4550, Suspension & Expulsion Policy for Students with Disabilities.

## **Disciplining a 504 Student-4540**

When a student that is disabled under Section 504 of the Rehabilitation act (a “504 Student”) violates the School’s code of conduct, the 504 Student shall be disciplined according to this policy.

If the 504 Student’s discipline is considered a Change in Placement, then the School shall follow the discipline in accordance with Policy **4530**, Suspension & Expulsion Policy. If the discipline is not considered a Change in Placement, then the School may discipline the 504 Student in the same way the School would discipline without disabilities.

A Change in Placement is defined as:

- the Student’s removal is for more than 10 consecutive days, or
- the Student has been subjected to a series of removals that constitute a pattern, and all the following exist:
  - the series of removals totals more than 10 school days in a year;
  - the student’s behavior is substantially similar to the student’s behavior in previous incidents that resulted in the series of removals; and
  - additional facts (length of each removal, total amount of time removed, proximity in time of the removals).

The School, however, should not follow this policy when the discipline pertains to the use or possession of illegal drugs or alcohol. When a 504 Student violates the School’s drug/alcohol policy, the School shall follow Policy **4530**, Suspension & Expulsion Policy. The 504 Student may be disciplined to the same extent as a non-disabled student.

Additionally, the School may conduct an emergency removal of a 504 Student when there is a (1) parental agreement to an interim placement or (2) through injunctive relief from a court, when the current placement presents a substantial likelihood of resulting in injury to the student or others.

*Federal:* 29 U.S.C. 705.

*Cross Reference:* Policy 3710, Rights of Individuals with Disabilities; Policy 3720, Section 504 of the Rehabilitation Act of 1973; Policy 4520, Transportation Discipline; Policy 4530, Suspension & Expulsion Policy; Policy 4550, Suspension & Expulsion Policy for Students with Disabilities.

## **Suspension & Expulsion for Students with Disabilities-4550**

When a student with disabilities violates the School’s Code of Conduct, the student shall be disciplined according to applicable laws, this School’s policies regarding discipline, and all other special education policies.

Pursuant to Ohio law, the School’s discipline varies depending on whether the discipline is a Change in Placement. A Change in Placement occurs if:

- the Student’s removal is for more than 10 consecutive days; or
- the Student has been subjected to a series of removals that constitute a pattern, and all the following exist:
  - the series of removals totals more than 10 school days in a year
  - the child’s behavior is substantially similar to the child’s behavior in previous incidents that resulted in the series of removals; and
  - additional facts (length of each removal, total amount of time removed, proximity in time of the removals).

### Removal for 10 Days or Less (Not a Change in Placement)

The School may remove a child with a disability without any additional action if the child is removed for a period of 10 days or less. A child may be removed by being placed in an appropriate interim alternative educational setting, another setting, or suspension. Services shall be offered as follows:

- *The removal is not for 10 consecutive days.* The School shall provide services only to the extent that services are provided to a child without disabilities who are similarly removed.
- *The removal is for more than 10 days in the same school year, but for separate incidents of misconduct* (as long as those removals do not constitute a change of placement). The School shall provide services, as determined by school personnel in consultation with at least one of the child's teachers, so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.

### Removal for more than 10 Days (Change in Placement)

If a Change of Placement occurs, the School must (1) provide notice to the parents and (2) conduct a Manifestation Determination Review (MDR). First, the notice to the parents must inform the parents of all the procedural safeguards, including a MDR, a right to receive services, and a continuation of services for a free appropriate public education. Second, the School must conduct a MDR. A MDR seeks to determine if the conduct was a manifestation of the student's disability. A MDR is attended by the student's parents and relevant members of the IEP team and reviews all relevant information in the child's file, including the child's IEP, any teacher observations and any relevant information provided by the parents.

Through the MDR, the School shall determine whether the conduct is a manifestation of the student's disability. The conduct is a manifestation of the student's disability if it either was (a) caused by or had a direct and substantial relationship to, the child's disability; or (b) the direct result of the school districts failure to implement the IEP.

- *MDR determines the conduct **was not** a manifestation of the disability.* The School shall (1) ensure that the child continues to receive educational services so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress towards meeting the goals set out in the child's IEP and (2) ensure that the child receives, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.
- *MDR determines the conduct **was** a manifestation of the disability.* Upon determining the behavior is a manifestation of the disability, the School must make several determinations. First, it must determine if the behavior was a direct result of the School's failure to implement the IEP. If it is, the School must take immediate steps to remedy the deficiencies. Second, the School must conduct a functional behavioral assessment within ten (10) days of the manifestation determination and complete the assessment as soon as practicable, unless the School conducted a functional behavior assessment prior to the manifestation determination. If the assessment was already made, the IEP team must review and modify the plan to address the behavior. Third, the School must return the student to placement from which he or she was removed.

### Special Circumstances

In limited circumstances, the School may remove a student to an interim alternative educational setting (IAES) for not more than forty five (45) school days without regard to whether the conduct was a manifestation of the disability. The following circumstances include:

- the student carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function;
- the student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the ODE or the School; or
- The student has inflicted serious bodily injury on another person while at school, on school premises, or at a school function.

The terms controlled substance, weapon, illegal drug and serious bodily injury are defined in accord with O.A.C. 3301-51-05(K)(20)(h)(i).

The Student's IEP team will meet following the placement in an IAES. The IEP team will determine (1) what the permanent setting will be, (2) take steps to review and modify the plan, and (3) continue to provide the student with educational services to enable the student to participate in the general education curriculum and to progress toward IEP goals.

### Due Process

The Student's parents or guardians may appeal either the outcome of an MDR or the decision regarding placement by filing a due process complaint.

The School may request an expedited due process hearing if it believes that maintaining the current placement of the student is substantially likely to result in injury to the child or to others.

Expedited hearings must occur within twenty (20) school days after the date the due process complaint is filed and no extensions of time shall be granted.

*Federal:* 20 U.S.C. 1041 et seq., 20 USC 1415.

*Ohio:* O.A.C. 3301-51-05(K)(20)(h)(i).

*Cross Reference:* Policy 3710, Rights of Individuals with Disabilities; Policy 3720, Section 504 of the Rehabilitation Act of 1973; Policy 4520, Transportation Discipline; Policy 4530, Suspension & Expulsion Policy; Policy 4540, Disciplining a 504 Student; Policy 4550, Suspension & Expulsion Policy for Students with Disabilities.

## **Positive Behavior Intervention Supports, Restraint, Seclusion, and Prohibited Practices-4560**

The School shall make every effort to prevent the need for the use of Restraint and/or Seclusion. Restraint and/or Seclusion shall not be used, except when there is an immediate risk of physical harm to the students or others, and shall only occur in a manner that complies with this policy and protects the safety of all children and adults at the School. Every use of Restraint and/or Seclusion shall be documented and reported.

### Positive Behavior Intervention and Supports

To greatly reduce, or in most cases eliminate, the need to use Restraint and/or Seclusion, the School shall implement an evidence-based system of Positive Behavioral Intervention and Supports (PBIS System). The School shall conform to the standards, definitions, and requirements set forth in Ohio Adm. Code 3301-35-15 and ODE's Policy on Positive Behavior Interventions and Support, and Restraint and Seclusion. The PBIS System shall encompass a wide range of systemic and individualized positive strategies to reinforce

desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors. The PBIS System applies to all students, staff and settings.

The PBIS System shall include:

- Trained school staff to identify conditions such where, under what conditions, with whom and why specific inappropriate behavior may occur;
- Preventative assessments, which should include: a review of existing data, interviews with parents; family members; and students, examination of previous, and existing behavioral intervention plans;
  - Using the above data, the School shall develop and implement preventative behavioral interventions and teach appropriate behavior.
- A system that will support students' efforts to manage their own behavior, implement instructing techniques in how to self-manage behavior and decrease the development of new problem behaviors, decrease the development of new problem behaviors, prevent worsening of existing problem behavior, redesign learning/teaching environments to eliminate triggers and maintainers of problem behaviors; and
- Family involvement.

### Restraint

The only type of restraint permitted is Physical Restraint, and any use of Physical Restraint must comply with this Policy.

Physical Restraint is defined as the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical Restraint does not include—and this Policy does not apply to—brief, but necessary physical contact used to break up a fight, to knock a weapon away, to calm or comfort, to assist a student in completing a task where the student does not resist the contact, or to prevent an impulsive behavior threatening the student's behavior.

Physical Restraint may only be used:

- when there is an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible, but in no circumstances may not be used for punishment or discipline or as a substitute for other less restrictive means of assisting a student in regaining control;
- in a manner that is age and developmentally appropriate;
- by Student Personnel who are trained in safe restraint techniques, except in the case of unavoidable emergency situations when trained personnel are not immediately available; and
- by Student Personnel in accordance with Ohio law

*Procedure for using Physical Restraint.* If Student Personnel use Physical Restraint, Student Personnel must:

- be appropriately-trained to protect the care, welfare, dignity, and safety of the student;
- continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- use verbal strategies and research based de-escalation techniques in an effort to help the student regain control;
- remove the student from physical restraint immediately when the immediate risk of physical harm to self or others has dissipated;
- conduct a de-briefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- complete all required reports and document staff's observations of the student.

*Prohibited forms of restraint.* The School prohibits the following forms of restraint under all circumstances, including emergency safety situations:

- “Prone Restraint” or a physical or mechanical restraint while the student is in the face down position.
- physical restraints that obstruct the airway of a student.
- physical restraints that interfere with a student’s primary mode of communication.
- any restraint that unduly risks serious harm or needless pain to the student. This includes intentionally, knowingly, or recklessly using any of the following techniques:
  - uses any method that is capable of causing loss of consciousness or harm to the neck or restricting respiration in any way;
  - pins down with knees to torso, head and/or neck;
  - includes using pressure points, pain compliance, and joint manipulation techniques;
  - drags or lifts of the student by the hair or ear;
  - uses other students or untrained staff to assist with the hold or restraint; or
  - secures a student to another student or to a fixed object.
- restraint of preschool children in violation of paragraph (D) of rule 3301-37-10 of the Administrative code.
- “Mechanical Restraint” or any method that restricts a student’s freedom of movement, physical activity, or normal use of the body, using an appliance or device manufactured for this purpose. This does not mean devices used for the specific and approved therapeutic or safety purpose for which such device were designed including: restraints for medical immobilization, adaptive devices or mechanical supports to allow for greater freedom of mobility, and vehicle safety restraints when used as intended during the transport of a student.
- “Chemical Restraint” or any drug or medication used to control a student’s behavior or restrict freedom of movement. This does not include drugs or medications prescribed by a qualified health professional for standard treatment of the student’s medical or psychiatric condition. This also does not include drugs or medications administered as prescribed the qualified health professional acting under the scope of Ohio law.

## Seclusion

Student Personnel may only use seclusion in accordance with this Policy.

Seclusion is defined as the involuntary isolation of a student in a room, enclosure or space from which the student is prohibited from leaving by physical restraint, closed door, or other physical barrier. Seclusion is a last resort, safety intervention that provides an opportunity for the student to regain self-control.

Seclusion may be used only:

- if a student’s behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
- as a last resort to provide an opportunity for the student to regain control of his or her actions; and
- in a room or area that is (1) not locked and (2) provides for adequate space, lighting, ventilation, clear visibility, and the student’s safety.

Seclusion shall not be used:

- for the convenience of staff;
- as a substitute for an educational program;
- as a form of discipline/punishment;
- with preschool students in violation of Ohio Adm. Code Rule 3301.-37-10(D);
- as a substitute for less restrictive alternatives, inadequate staff, staff training in positive behavior supports and crisis prevention or intervention; or
- as a means to coerce, retaliate, or in a manner that endangers a student.

*Procedure for using Seclusion.* If Student Personnel use seclusion, Student Personnel must:

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

### Additional Prohibited Practices

The School prohibits the following practices under any circumstances:

- *corporal punishment*;
- *child endangerment*, as defined in R.C. 2919.22;
- *deprivation of basic needs*; and
- *Aversive Behavioral Interventions*. Aversive Behavioral Intervention is defined as any interventions that are intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors. This is defined to include applications of noxious, painful and/or intrusive stimuli, including any form of noxious, painful or intrusive spray, inhalants or tastes.

### Reporting Restraint and/or Seclusion

Each use of Restraint and/or Seclusion shall be documented in writing and reported immediately to the building administration and the parent(s).

Additionally, the use of Restraint and/or Seclusion shall be documented in a written report. A copy of the written report shall be made available to the parent or guardian within twenty-four (24) hours of the use of Restraint and/or Seclusion. The School shall maintain a copy of the report in the student's file. These reports are educational records subject to the Family Educational Right to Privacy Act (FERPA). Pursuant to FERPA, the School is prohibited from releasing any personally identifiable information to anyone other than the parent.

The School shall report information concerning its use of restraint and seclusion annually to the Ohio Department of Education.

### Repeated Dangerous Behavior

If a student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, the School shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, this functional behavioral assessment should be followed by a behavioral intervention plan that incorporates appropriate positive behavioral interventions

### School District Monitoring and Complaint Procedures

*Monitoring Procedure.* To ensure this Policy is implemented, the School shall establish a monitoring procedure.

*Complaint Procedure.* The School shall also adopt a complaint procedure. The Complaint procedure shall be developed as follows:

- A parent may present written complaints to the Head Administrator to initiate a complaint investigation by the School regarding an incident of restraint and/or seclusion
- The School will respond to the Complaint within thirty days of the complaint's filing.

### Availability of IDEA Complaint Process for Students with Disabilities

The Parent of a student with disability may choose to file a complaint with the Ohio Department of Education, Office for Exceptional Children (the "Office"), in accordance with the complaint procedures available concerning students disabilities. Complaints alleging injuries to a student with a disability or the use of restraints and/or seclusion shall not be deemed insufficient on the face if they are framed within the context of IDEA, including:

- a pattern of challenging behaviors that are related to the student's disability;
- whether the student has had or should have a functional behavioral assessment (FBA) or a positive behavior support plan (PBSP);
- whether the FBA and the PBSP are appropriate
- whether the student's behavior and interventions are addressed or should have been addressed in the IEP; and
- whether staff has been sufficiently trained in de-escalation and restraint techniques.

### Training and Professional Development

The School shall train its staff in accordance with this Policy. The training shall include the following components:

- All student personnel shall be trained annually on the requirements of this Policy, O.A.C. 3301-35-15, and the School's policies and procedures regarding restraint and seclusion. Student Personnel include teachers, principals, counselors, social workers, school resource officers, teacher's aids, psychologists, bus drivers, or other School staff who interact directly with students.
- The Head Administrator shall develop a plan regarding training student personnel as necessary to implement PBIS. This may be a multi-year process for a School that is not currently implementing PBIS across the entire program.
- The Head Administrator shall ensure that an adequate number of personnel in each building are trained in crisis management and de-escalation techniques, and that their training is kept current in accordance with the requirements of the provider of the training.

### Disseminating this Policy

This Policy shall be made available to parents annually. Additionally, if the School has a website, the School shall post this Policy on its website.

*Ohio:* O.A.C. 3301-35-15; Governor's Executive Order 2009-135; Ohio Department of Education Policy on Positive Behavior Interventions and Support, Restraint, and Seclusion (January 2013).

*Cross Reference:* Policy 2670 Public Conduct on School Property; Policy 4103, Harassment and Sexual Harassment; Policy 4104, Policy on Harassment, Intimidation, and Bullying; Policy 4105, Anti-Hazing Policy; Policy 4510, Tiered Student Discipline Program; Policy 4520, Transportation Discipline; Policy 4530, Suspension & Expulsion Policy; Policy 4540, Disciplining a 504 Student; Policy 4550, Suspension & Expulsion Policy for Students with Disabilities;



## **Student Publications Sponsored by the School-4610**

The School understands that students often learn by actively participating in applied projects such as student publications. Whether a student publication or any part of a student publication will be published shall be decided by the student publication's adviser. The adviser's decision to publish or not to publish may be appealed to the Head Administrator or his/her designee.

In determining whether something is publishable as a student publication, the following guidelines shall be followed:

- the publication must include the student or organization's name;
- the publication's contents must be written responsibly and in a manner based upon professional standards of accuracy, objectivity, and fairness;
- if a viewpoint is provided on an issue, an equal opportunity must be given to the opposing view;
- student publications must be written in a manner that is appropriate for all students of the School; and
- before publication, the School may review the student publication to ensure the publication conforms with the First Amendment.

Additionally, the School will not publish any publication that does any of the following:

- infringe upon the rights of others and may not be libelous or defamatory, obscene to minors, incite violence, substantially disrupt the educational process, nor promote illegal activities; and
- grossly prejudice any ethnic, religious, racial or other delineated group; nor seek to establish a particular religious denomination, sect, or point of view.

School Officials may regulate the time, place, and manner of distribution.

Advertising is permitted in all school-sponsored publications. Prior to being published, the Head Administrator or his/her designee may approve all advertisements. Advertisements are subject to the same general restrictions as School Publications.

*Cross Reference:* Policy 4410, Student Rights and Responsibilities; Policy 4460, Assembling and Disorder; Policy 3843, Obscene Materials.

## **Student Groups & Activities-4620**

All extracurricular student groups and activities must be approved by the Head Administrator or his/her designee prior to the group being formed. In deciding whether to approve the group, the Head Administrator may consider whether the group has a clear and appropriate purpose, is consistent with the School's educational mission, complies with the School's policies; local laws; state laws; and federal laws, and any other relevant factors.

*Cross Reference:* Policy 4106, Policy on Gang Activity & Other Prohibited Groups; Policy 4410, Student Bill of Rights & Responsibilities.

## **School-Sponsored Trips-4630**

Student learning and the School's educational mission are supplemented by Field Trips and School-Related Trips. To ensure these trips support the School's mission and are consistent with the School's policies and are academically enriching, this Policy regulates the various aspects of school-sponsored trips.

A “Field Trip” is defined as a school supervised, learning experience that takes students off the School’s property to learn about an area that is directly related to a particular subject matter.

A “School-Related Trip” is defined as a planned activity that takes students off the School’s property in an area related to the School’s mission. School-related trips include athletic trips.

For a Field Trip to be approved, the Field Trip must:

- be approved by the Head Administrator or his designee;
- be educational in nature and relate to the course being offered;
- accomplish academic objectives;
- be under the School’s supervision; and
- include a planned itinerary.

Field trips not approved in the manner above are not sponsored by the School. The School does not endorse, support or assume liability for unauthorized Field Trips or School-Related Trips even if they are conducted by the School’s staff, volunteers, or parents.

Field Trips may include a fee. No student shall be prohibited from attending the trip because he/she is unable to afford the fee. All students attending the Field Trip must turn in a completed Field Trip Permission Form, Form **4630.1**. Students that attend the Field Trip are not considered absent from school. Students that do not participate in the Field Trip shall not be punished academically. If an assignment is given in conjunction with the Field Trip, non-attending students shall be given an alternative assignment.

While on a Field Trip or School-Related Trip,

- students remain subject to the School’s rules and policies;
- a copy of each attending student’s Emergency Medical Authorization Form shall be maintained; and
- the staff shall not change the trip’s itinerary, except where the student’s health or safety is in danger or circumstances beyond the control of the staff have occurred. Should the staff member change the trip’s itinerary, the administration shall be notified immediately.

*Cross Reference:* Policy 2410, Student Medical Emergencies; Policy 4201, Attendance, Absence, & Truancy; Policy 5444, Reporting Accidents & Treating Injuries; Policy 5447, Student Transportation in a Private Vehicle.

## **Fundraising Activities and Projects-4640**

All fundraising activities and projects must be approved by the Head Administrator or his/her designee prior to commencing the activities. Approval must be obtained from the Head Administrator or his/her designee and must be conducted in accordance with the School’s fundraising guidelines. Employees must follow all forms; rules; and regulations; maintain accurate records, safeguard funds, and deposit funds appropriately.

Individuals interested in conducting a fundraising activity or project may obtain the forms, rules, and regulations from the Head Administrator or his/her designee.

The School shall hold raffles only as permitted under ORC 2915.092 and other applicable rules and regulations. The School shall not engage or permit any illegal raffles.

*Cross Reference:* Policy 5441, Staff and Student Boundaries; Policy 5451, Contracts & Leasing; Purchasing.

## **Use of School Facilities by Non-School Sponsored Clubs & Activities-4650**

During instructional hours, the School prohibits the School's facilities from being used by non-school sponsored clubs or activities or school-sponsored, non-curriculum-related clubs and activities.

During non-instructional hours, students may use the School to meet regardless of the activity's content or size of the group. Use is subject to the extent permitted by the owner, landlord or lease of the School.

Policy 6110, Visitors; Policy 6120, Volunteers.

## **Student Employment-4660**

The School believes that a student's focus and efforts should be on his/her education. The School understands, however, that extenuating circumstances may arise, and a student may need to work.

Students that do work while attending school, are advised to take employment that does not interfere with their ability to obtain an education. Students that do work should receive guidance in finding appropriate jobs and balancing work duties with his or their education.

*Cross Reference:* Policy 4410, Student Bill of Rights & Responsibilities.

## **Weapons-2660**

The School prohibits all weapons in the School Safety Zone. The School Safety Zone is defined as all school buildings, school grounds, school buses, school activities, and school-sponsored events. This policy applies to all persons whether or not they are affiliated with the School. The only persons excluded from this policy are state and/or federal officers, agents, or employees who are authorized by the Governing Authority to carry deadly weapons and are acting within the scope of their duties.

"Weapons" is defined broadly to include all definitions of weapons under local, state or federal law.

*Objects Indistinguishable from Weapons.* This policy extends to an individual that possesses an object in the School Safety Zone where the object is (1) indistinguishable from a firearm, whether or not the object is capable of being fired and (2) the person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm. This policy does not apply if the indistinguishable object is used for legitimate approved purposes (e.g. ceremonial activities, plays, dramatic presentations, ROTC activities) or the weapon is used under the direction of the authorized school official.

*Exceptions to General Policy.* This policy does not apply to individuals with either a valid license or temporary emergency license to carry a weapon in two limited situations. First, the policy does not apply if the individual is a driver or passenger in a motor vehicle, the individual does not enter into a school building or onto school premises, is not at a school activity, and does not realize he/she is in a prohibited area. Second, the policy does not apply if the individual is in the school safety zone while immediately in the process of picking up or dropping off a child and the gun is handled according to Ohio R.C. 2923.16.

*Required Posting.* To enforce this policy, the School shall post a sign banning all weapons on the School's property. See Form 2660.1, Notice Prohibiting Guns.

## **Enforcement**

Offenders of the policy may be subject to disciplinary action up to and including discharge and criminal prosecution, as provided for in Ohio R.C. 2923.122.

Any student who is determined to have brought a weapon shall be expelled for not less than one year subject to reduction of this term by the Head Administrator on a case-by-case basis.

The School may conduct a search for a weapon in accordance with Policy 4490, Search and Seizure.

*Federal:* 20 U.S.C. 7151.

*Ohio:* R.C. 2923.12, R.C. 2923.122, R.C. 2923.16.

*Cross Reference:* Policy 4490, Search and Seizure; Form 2660.1, Notice Prohibiting Guns.

## **Public Conduct on School Property-2670**

All persons on school grounds will be expected to abide by applicable laws, local ordinances, School policies and building regulations.

No person on school property will assault, strike, threaten, menace or use improper, indecent or obscene language towards any student, staff member, or other employee.

No person will disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds.

Whoever violates the above policy and building regulations will be asked to leave the property by Head Administrator. Shall that person refuse, the police may be called. The School will cooperate in any prosecution pursuant to the criminal law of the State of Ohio and local ordinances.

*Cross Reference:* Policy 2610, Building and Grounds Security; Policy 2660, Weapons; Policy 2680, Public Conduct on School Property; Policy 4460, Assembling & Disorder.

## **Parental Involvement and Participation-3310**

The School recognizes that family involvement plays a key role in the academic success of students. The term “family” and “families” is used to include parents as well as children’s primary caregivers, who are not their biological parents, such as foster parents and caregivers, grandparents, and other family members. The School shall afford family meaningful opportunities to participate in the education of their children. These opportunities shall be based on the most current research that meets the highest professional and technical standards and shall be geared towards lowering barriers to greater participation by family.

### **Parent Involvement in the Student’s Education**

The School shall seek to create an environment that is accessible to family. The School shall also provide opportunities for parents to volunteer to be involved with the School’s activities.

The School shall also assist family by providing them with training, materials, and information regarding techniques, strategies, and skills to use at home to support the student’s academic efforts at school and the student’s future as a responsible adult member of society. The School shall strive to create engagement activities that respect the various cultures, languages, practices and customs of the students.

### **Increasing Communication**

The policy shall be designed to build consistent and effective communication between family of students enrolled in the district and the teachers and administrators.

The School shall provide family with information regarding their child's education, health, and safety. This information shall be communicated regularly and in a clear, open, and understandable manner. The School strives to promote consistent and effective two-way communication between all students' family, family members and school personnel.

The School shall also provide families with information on Ohio's academic standards, state and local assessments, and legal requirements so that they can make informed decisions about their children's academic future. These legal requirements include Title I, Section 1118, parent participation rights under IDEA, and gifted students under ORC 3324.04 and 3324.06.

### Collaboration with Community Programs

The School shall collaborate with community-based programs, including health and human service providers, to ensure that the families have the resources they need to be involved in their children's education, growth and development, including such programs as Head Start, Reading First, Early Reading First, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Programs, preschool, special education, gifted services, and parent resource centers.

### Implementing the Parental and Family Involvement Plan

The School, via the Head Administrator shall develop a comprehensive family and community engagement plan, based on family, student and school needs, with defined outcomes, measurements, strategies and activities grounded in research and logically linked to academic achievement. This plan should be evaluated at least annually with input from families, students, school staff and community members. Special attention shall be given to support strategies for low-achieving students.

The School shall designate a Parent and Family Coordinator, whose role is to coordinate family and community engagement strategies.

*Federal:* 20 U.S.C. §6310(12), 20 U.S.C. § 6311(d).  
*Ohio:* R.C. 3313.472.

*Cross Reference:* Policy 2130, Wellness Policy; Policy 3320, Title I Parental Involvement Policy; Policy 3330, Parent's Right-to-Know; Policy 3340, Parental Rights under the Protection of Pupil Rights Amendment; Policy 3550, Core Curriculum Requirements.

## **Parent's Right-to-Know-3330**

As a condition of receipt of Title I funds, the School is required to communicate certain information listed below. All notices and information shall be provided in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand.

### Right to Know Notice

The School shall annually notify all parents of their right to request information about the qualifications of the student's classroom teachers. The notice shall indicate that parents may request information regarding:

- whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived;
- whether the teacher's undergraduate degree and any other graduate certification or degree (including the field of discipline of the certification or degree); and

- whether the child is provided services by paraprofessionals and, if so, their qualifications.

The annual notification is available at Form **3330.1**, Parent's Right-to-Know Letter.

Upon receiving an informational request from a parent, the School shall respond in a timely manner.

#### Automatic Notice

The School shall also automatically provide each parent with written notice of the following:

- information on the level of achievement of the child in Ohio's academic assessments; and
- timely notice that the parent's child has been assigned, or has been taught for more than four (4) consecutive weeks, by a teacher who is not properly certified and licensed, as defined in 20 USC § 6311. Notice may be provided using Form **3330.2**, Parent's Notification Regarding Your Student's Teacher.

*Federal:* 20 U.S.C. § 6311.

*Ohio:* R.C. 3319.074.

*Cross Reference:* Policy 3230, Qualified Educators; Policy 3310, Parental Involvement and Participation; Policy 3320, Title I Parental Involvement Policy; Form 3330.1, Parent's Right-to-Know Letter; Form 3330.2, Parent's Notification Regarding Your Student's Teacher Letter.

## **Student Records and Release of Information-3831**

The School maintains records of students. The School prohibits the release of personally identifiable information except as is permitted by law or by this policy manual. The Student Record File is available to the student, the Student's Parents/legal guardians, or school officials who have a legitimate purpose for accessing the File.

### Access By Parents & Students

The student's parents/guardian, or if the student is eighteen (18) years of age or older, the student himself/herself, may request to:

- *Inspect and Review Education Records.* Records requests are to be made in writing and shall be conducted within forty-five (45) days of the School's receipt of the request.
- *Challenge the accuracy of information contained in the records.* A parent or qualifying student may challenge the content of such student's education records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy rights of students. The School shall provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data and to insert into such records a written explanation of the parents respecting the content of such records. Should the School decide not to amend the records, the School shall advise the requesting party of their right to a hearing regarding the request for amending the record.
- *Authorizing Release of Written Information.* Records requests by parents/guardians or eligible children are to be made in writing.

## Release of Information

The School may release “directory information” as provided under Ohio and Federal law. Directory information includes, but is not limited to, the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, date of graduation, sports and activities participated in, degrees; honors and awards received; most recent educational agency or institution attended, and in the case of athletic team members, the height and weight of the student. If the School chooses to issue personally identifiable information, then it must provide a proper notice.

The School may release “personally identifiable information” in certain instances. This information may be released to/for:

- *School Officials.* Teachers and other School Officials having legitimate educational interests may make access to a student’s records. A legitimate educational interest includes: accessing the record pertains to a task in the official’s job description, contract, or other document of employment; pertains to a task relating to educating, disciplining, or providing service to the student or the student’s family; or any other purpose the School deems necessary.
- *Officials in Other Schools.* Officials of other schools may have access when the student intends to enroll. Parents must be notified and given an opportunity to challenge the content of the record.
- *State and Federal Officials.* State and federal officials may access a student’s record for purposes of audits and law enforcement investigations.
- *Financial Aid.* Persons requesting such records in connection with the student's application for financial aid.
- *Military Recruiters.* Pursuant to Ohio and Federal Law, the School will provide student information of students in grades ten (10) through twelve (12), upon request to any recruiting officer for any branch of the United States armed forces who requests such information. Any data received by a recruiting officer shall be used solely for the purpose of providing information to students regarding military service and shall not be released to any person other than individuals within the recruiting services of the armed forces. The School will provide notice that a student’s parent, guardian, or custodian may request in writing that the School not release the information to military recruiters. Upon receiving such a written notice, the School will not release the student’s information.
- *Anti-Terrorism Purposes.* In certain instances, student records may be obtained by an Assistant U.S. Attorney General or higher-ranking federal official.
- *Court Orders or Subpoenas.* Student records may be produced in response to a court order or a lawfully issued subpoena.
- *Missing Children.* Information may be provided to a law enforcement officer when the officer indicates an investigation is ongoing and the student may be or is a missing child, as defined by the Revised Code.
- *Personal Knowledge.* A School Official may release information when it is obtained through the official’s personal knowledge or observation and not the education record.
- *Ohio Department of Education Requests.* The School shall provide the Ohio Department of Education (ODE) with student information when (1) a testing company has notified the ODE that

the student's written response to a question included threats or descriptions of harm to another person or the student's self and the information is necessary to enable the department to identify the student, (2) the ODE requests information to respond to an appeal from the School on an achievement test, or (3) to determine if the student satisfies alternative conditions for a high school diploma.

- *The School's Sponsor.* The School may provide its Sponsor with access to student or other records if agreed to and required in the School's Charter Contract with its Sponsor.
- *Health & Safety Emergency.* The School may disclose personally identifiable information to necessary parties if knowledge of the information is necessary to protect the health or safety of a student or others. The school must determine and record the articulable and significant threat.

### Transfer of Records

The School shall transfer all records to another school upon being notified the student has transferred and the transferring school requests the records files.

When a request is made for student records by a school enrolling a former student placed in foster care, the School shall transfer these records within one (1) school day of the request from the enrolling school.

### Security of Records

To maintain the security and confidentiality of the documents, the School shall require an employee to be present when records are inspected. The School shall also maintain a record log of all persons whom access a student's records. The log must identify (1) all individuals and agencies that are granted access and (2) a statement regarding the legitimate interest in obtaining student information. The student log must be signed by employees of the School as well as non-school employees.

### Safe at Home Program

If a parent, student, or member of a student's household is a participant in Ohio's Safe at Home or Address Confidentiality program, the student or student's parent must notify the School of the same and provide certification of their participation.

The School shall not include a student's actual or confidential residential address in any student files or records (including electronic records and files) or disclose the student's actual or confidential residential address when releasing student records. The School shall only use the address designated by the Ohio Secretary of State for the participant student for student records, including the release of the same 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. The student's actual or confidential address shall be maintained in a separate confidential file which shall not be accessible to the public or employees without a legitimate purpose.

The School shall use the student's designated address for all communications and correspondence unless instructed otherwise by the parent or adult student.

### Disseminating this Policy

In accordance with federal law, parents shall be informed on an annual notice regarding their rights under this policy, state law, and federal law. The form shall specifically state what information is considered "directory information." A parent may object within ten (10) days of the receiving the notice. Upon



receiving notice from the parent, the School shall not release such information without obtaining consent. The notice form is provided at 3810.2.

*Federal:* 34 C.F.R. 99.3, 20 C.F.R. 1232g (a)(2)(5).

*Cross Reference:* Policy 1741, Public Records Access Policy; Policy 1742, Internet Public Record Redaction Policy; Policy 1743, Retention, Management, and Disposal of Records; Policy 3833, Tracking Missing Children; Policy 3831, Student Records and Release of Information; Policy 5810, Personnel Records File; Policy 3832, Confidential and Public Records.

## **Family Educational Rights and Privacy Act (FERPA)-3831.1**

### **Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, and Ohio Law require the School to protect the privacy of student records.

As a parent you, or your child—if your child is 18 or older—has the right to inspect and review the student’s education records, request that the School correct records, and provide written permission to release student records. All requests to inspect, review, and release are to be done in accordance with the School’s policies.

While the School generally must obtain your written consent prior to disclosing personally identifiable information from your child’s education records, the School may disclose appropriately designated “directory information” without written consent, unless you have advised the School otherwise.

The primary purpose of directory information is to allow the School to include directory information from your child’s education records in certain school publications. Examples include: the annual yearbook, Honor roll or other recognition lists, and Graduation programs.

Directory information may be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The School has designated the following information (denoted by “X” marks) as directory information:

X	Name	X	Photograph	X	Sports & Activities
X	Address	X	Major Field of Study	X	Honors & awards
X	Telephone Number	X	Grade Level	X	Enrollment Status
X	Email Address	X	Dates of Attendance		Student ID number, user ID, or other unique identifier (excluding a SSN)
X	Date of Birth	X	Date of Graduation	X	Photograph

If you do not want the School to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by within ten (10) days of receiving this notice. Notice in writing may performed by completing this form. Additionally, FERPA and Ohio law authorize disclosure of personally identifiable information in certain instances without consent. These exceptions include:

- school officials with legitimate educational interest;
- other schools to which a student is transferring;

- appropriate parties in connection with financial aid;
- state and Federal Officials for purposes of audits and law enforcement investigations;
- in response to court orders and subpoenas;
- military recruiters unless the parent requests in writing that the School not release the student's information;
- anti-terrorism purposes;
- cases of missing children;
- Ohio Department of Education requests; and
- the School's Sponsor.

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*Note: this form should only be completed if you want to opt out of the School's Directory Information. If you wish for the School to include your child's directory information, do not complete and return this form.*

I, \_\_\_\_\_ (parent's name) do not want my student's directory information used without my permission.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

### **Tracking Missing Children-3833**

Ohio law requires the School to assist in finding missing children. When the School is notified by a law enforcement agency that a missing child report has been filed and the missing child report regards a student who is currently or was previously enrolled in the School, the person in charge of admission at the School shall mark that student's records. Marks should be made according to Form No. **3833.1**, Missing Child Report "Marking" Form. The mark shall be made so as to alert any school official that is responding to a records request that the school records belong to a missing child.

Upon receiving any request for a copy of or request for information regarding a student's records that have been marked, the person in charge of admission immediately shall report the request to the law enforcement agency that notified the School that the student is a missing child. When forwarding information from the student's records in response to a request, the person in charge of admission shall forward such information in such a way that the receiving district or school would be unable to discern that the student's records are marked. The school official, however, shall retain the mark in the student's records until the School is notified that the student is no longer a missing child.

When the law enforcement agency notifies the School that a student is no longer a missing child, the person in charge of admission shall remove the mark from the student's records, and destroy the mark securely.

*Ohio:* R.C. 3313.672.

*Cross Reference:* Policy 1741, Public Records Access Policy; Policy 1742, Internet Public Record Redaction Policy; Policy 1743, Retention, Management, and Disposal of Records; Policy 3831, Student Records and Release of Information; Policy 3832, Confidential and Public Records; Policy 5810, Personnel Records File.

**Canton Harbor High School**  
**Student-Parent Contract**  
**2024-2025**

Student Name: \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_  
(If student is under 18 years of age)

I/We have read and understand all of the information contained in the Parent/Student Handbook. I/We agree to abide by and support the School's rules and regulations, including the Code of Conduct and all other policies, as outlined in the Parent/Student Handbook.

Although this Student Handbook reflects the current policies of Canton Harbor High School, it may be necessary to make changes from time to time to best serve the needs of the School and its students.

I/We understand that by signing this Student-Parent Contract that I/we can review the Student-Parent Handbook on the School's website and/or by using the QR code below.

Agreed to by:

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Student Signature	Date
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Parent/Guardian Signature (If student is under 18 years of age)	Date
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This agreement will be placed into the student's file.

**Not receiving this signed agreement will be cause for student dismissal.**

**Canton Harbor High School**  
**1731 Grace Ave. NE**  
**Canton, Ohio 44705**  
**(330) 452-8414 Phone**  
**(330) 452-8452 Fax**

