

***Austintown Intermediate School*****255 Idaho Road - Lloyd Loop****Austintown, Ohio 44515****Phone: (330) 797-3901****Fax: (330) 792-5750****MESSAGE FROM THE SCHOOL ADMINISTRATION**

On behalf of the Austintown Local School staff, we welcome you. This handbook is published so that all students at Austintown Local Schools have easy access to information that will allow for a safe and successful school year. It is essential that parents and students read the handbook. We are more than happy to answer any questions or concerns that you may have and we look forward to working with you throughout the school year.

The number one priority is our guiding principle for maintaining a safe and appropriate learning environment. All of the policies outlined in this handbook are intended to protect this learning environment and to ensure that the students of ALS have complete access to a rigorous and relevant school experience.

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## Our Mission

*We provide an inspiring education that strengthens and prepares our students for unlimited future opportunities.*

### Austintown Local School Code of Student Conduct

The items in this code are applicable to all students when they are under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Austintown Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

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



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**Section 1: General School Information****A. School Calendar**

August 27, 2018	Teacher In-Service Day
<b>August 28, 2018</b>	<b>First Student Day</b>
September 3, 2018	<b>NO SCHOOL</b>
October 12, 2017	<b>NO SCHOOL</b> - NEOEA Day
October 31, 2018	End of 1st Nine Weeks
November 20, 2018	AIS Conference Night
November 21, 22 & 23, 2018	<b>NO SCHOOL</b> - Thanksgiving Recess
December 24, 2018 - January 1, 2019	<b>NO SCHOOL</b> - Winter Break
<b>January 2, 2019</b>	<b>Classes Resume</b>
January 18, 2019	End of 2nd Nine Weeks
January 21, 2019	<b>NO SCHOOL</b> - Martin Luther King Jr. Holiday
February 14, 2019	AIS Conference Night
February 15, 2019	<b>NO SCHOOL</b>
February 18, 2019	<b>NO SCHOOL</b> - Presidents' Day Holiday
March 22, 2019	End of 3rd Nine Weeks
April 15 - April 19, 2019	<b>NO SCHOOL</b> - Spring Break
<b>April 22, 2019</b>	<b>Classes Resume</b>
May 27, 2019	<b>NO SCHOOL</b> - Memorial Day Holiday
May 29, 2019	End of 4th Nine Weeks
<b>May 31, 2019</b>	<b>Last Student Day</b>
June 3, 2019	Teacher In-Service Day
June 4, 2019	Teacher Report/Records Day

**B. Schedules:**

Austintown Intermediate School	
Doors Open	8:05
Breakfast	8:05 – 8:30
Tardy Bell & Announcements	8:30
Lunches	10:50-1:00
Dismissal	3:15

**C. Grading Policy**

Grades K-5 are currently using a standards based report card.

**Report Card Key for Indicators:**

4 = Exceeds the standard	E = Excellent
3 = Met the standard	S = Satisfactory
2 = Progressing toward the standard	U = Unsatisfactory
1 = Limited progress toward the standard	NA = Not Assessed
0 = No progress toward the standard	

**D. Homework Policy**

Homework policies have been adopted by the board of education and vary for each school and grade level. Please refer to board policy for the latest information.

**E. Grade Reports**

Grade reports are issued at the conclusion of each grading period.

**F. Visitors**

Students are not permitted to have guests. State law requires that all visitors sign in the main office and show a valid government issued photo id. Additionally, the Austintown Local Schools will not permit visitors to go beyond the front desk without government issued photo ID, which will be scanned by school security prior to a visitor's pass being issued, and the visitor receiving access.

**G. Bus Transportation Policy**

Riding a school bus is a privilege and not a right. Students must abide by all regulations determined by the school bus policy and the bus driver, including getting to the bus stop on time and to the bus promptly upon school dismissal. Failure to comply with all school bus safety rules will result in disciplinary action such as a verbal warning, a written bus conduct report, suspension from bus riding privileges, or permanent exclusion from bus riding privileges. A copy of the Austintown Local Schools transportation safety rules and policies will be signed off on by all families through each child's individual bus driver. Questions regarding transportation can be answered by calling the **Transportation Office, Ext. 1084.**

### **H. Walking to School Policy**

Students walking to and from school shall obey all local safety rules. Loitering on school grounds before or after school is prohibited. The use of a **bicycle** or skateboard is not permitted as transportation to and from school.

### **I. Early Arrival to School Policy**

The school doors officially open at 8:05 a.m. for all students. The building doors will not be opened until 8:05 a.m. Students should not arrive before this time because they will not be supervised by school officials. Students entering at 8:05 a.m. should report to their classrooms. All students may go to the cafeteria for breakfast until 8:30am.

### **J. School Clinic Services**

Students who are ill must first get a pass from their classroom teacher before going to the clinic. Failure to follow the correct procedure could result in the student being reported truant from class. If the clinic is closed, the student should report directly to the main office. Students may not leave school due to an illness or injury without being released by the medical staff. If it is necessary for the medical staff to administer medication during school hours, the following requirements must be met prior to the administration of medication:

#### **PRESCRIPTION MEDICATION:**

1. A Medication Administration Record (MAR) General Medication Form or the appropriate School Action Plan (Asthma, Diabetes, Emergency Allergy, Seizure) must be completed and signed by both the healthcare provider and the parent/guardian.
2. The medication must be brought to the school clinic by the parent /guardian. Students are not permitted to carry or transport an emergency medication (i.e. Inhaler, EpiPen) unless previously authorized by the school, physician, and parent/guardian.
3. All prescription medication must be labeled appropriately by the pharmacist or physician and in its original container. The label must state the student's name, dosage, and time(s) to be taken and must match the Medication Administration Record (MAR).

#### **OVER-THE-COUNTER MEDICATION (Non-prescription):**

1. A Medication Administration Record (MAR) General Medication form must be completed and signed by the parent/guardian.
2. The medication must be brought to the school clinic by the parent /guardian. Students are not permitted to carry or transport medication unless previously authorized by the school, physician, and parent/guardian and is an emergency medication (i.e. Inhaler, EpiPen).

3. All non-prescription medication must be in its original container and labeled with a permanent marker indicating the child's name. Medication not in its original container will not be administered to the student.

4. The recommended dosage on the box of non-prescription medication will be reviewed and compared to the parent/guardian's request. If the dosage exceeds the amount recommended on the medicine container/box, it must be requested by a healthcare provider's order on a Medication Administration Record (MAR).

In addition, the first dose of any new medication will not be administered at school in case of an allergic reaction. Also, it is the student's responsibility (age appropriate) to report to the clinic at the designated time to receive any medication ordered. Any change to the medication must be submitted on a new Medication Administration Record (MAR). If a prescriptive medication is to be discontinued, a written note must be provided by the healthcare provider. New medication forms must be submitted for **each** school year and for **each** medication. Parents/guardians must pick-up any unused medication. Medication will not be sent home with the child unless previously authorized and is an emergency medication.

Cough drops will not be given out in the clinics. Clinic staff can use a warm salt-water gargle to ease scratchy throats. Students in grades 3-12 may bring cough drops to school with a note from the parent/guardian. However, the cough drops, along with the note, will be stored in the clinic.

#### LICE:

In an effort to control head lice infestations and protect all students, Austintown Local Schools maintain a "no-nit" policy to control the spread of head lice among classmates. Students will not be admitted to school if there are any visible signs of lice or lice eggs (nits). The policy is enforced in this manner:

1.If a child is found to have lice or nits, the parent will be called to take the child home and treat the infestation until all lice and nits have been removed. The school will provide information about treatment.

2.The student may return the following day if he/she has been treated and all nits have been removed.

3.A parent/guardian is required to accompany the child when returning to school and the school nurse will check the child's head. If any nits are found, the parent/guardian must take the child back home to complete the removal.

4.For a few weeks after the child returns, head checks will be performed to monitor the possibility of reinfestation.



The Ohio Administrative Code states “a person with head lice shall be excluded from school or child care centers until after the first treatment with an effective pediculicide.” Most parents/guardians successfully treat this issue, if and when it occurs, with assistance from the school nurse. OAC 3701-3-12 K.

### **K. Immunizations**

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment, the Board requires immunization in compliance with State Law and the Ohio Department of Health for each student unless the parent(s) files an objection. The Board may also require tuberculosis examinations in compliance with the law.

Students eligible for kindergarten and students new to the district must present written evidence of similar immunizations, or written evidence to indicate they are in the process of receiving immunizations, to be completed no later than the day of entrance. Students failing to complete immunizations within 14 days after entering are not permitted to return to school.

### **L. Counseling Services**

Counselors are available at each grade level to assist students with educational and personal concerns. School counselors provide an opportunity for students to discuss their thoughts and feelings with a concerned adult in a confidential setting.

### **M. Cafeteria**

Each student is provided a scheduled lunch period according to grade level. The school administration, cafeteria management and lunchroom supervisors expect all students to follow the cafeteria rules and expectations at all times.

### **N. Lunch Policy / Charges**

#### **1. How can I contact the Food Service Department?**

Phone: (330) 797-3900 ext. 2032

Email: [AFFoodServices@austintownschoools.org](mailto:AFFoodServices@austintownschoools.org)

#### **2. Where can I find information about the Food Service Department at Austintown Schools?**

The Food Service Department has their own website: [AFFoodServices.com](http://AFFoodServices.com)

Please check out our website to find information on:

- Links to applying for Free/Reduced priced meals ([LunchApplication.com](http://LunchApplication.com))
- Links to adding money to your student's lunch account and setting low balance alerts ([K12PaymentCenter.com](http://K12PaymentCenter.com))
- Current Breakfast & Lunch Menus
- Nutrition information
- Department policies

#### **3. What is the role of the Food Service Department?**

Food Services first and foremost ensures a smooth meal program for breakfast and lunch at each building in compliance with USDA regulations. However, there are many other aspects to our department. We process and document all of the

Free and Reduced lunch applications, document meal count reports to the State, maintain a proper district Wellness Policy, work with the PTA to provide foods and beverages at school functions, and operate as a self-funded entity.

#### **4. What is my Student's Lunch ID number?**

Every student has a lunch account created at the time of enrollment. Your student's lunch ID number is the same as their school ID number. You can get this number by asking the secretary at your school, calling the Food Services Office (ext. 2032), calling Registration (ext. 1516), or on a report card. This number stays with your student through all their years here at Austintown Local Schools.

#### **5. My household received free meals last year, do I need to apply again this year?**

YES! The Free or Reduced Price Meal Program is an **OPT-IN** program administered by the federal government. If you do not completely fill out an application each school year, we will assume you do not wish to participate in the program. You will receive an approval or denial letter via postal mail with your meal benefits status.

#### **6. Can I request a paper application?**

You can request a paper application at your school's main office. However, please be aware that the processing of paper applications can take 2 weeks after Food Services receives your application. Unfortunately, paper application can get lost in the shuffle of back to school paperwork. It is ultimately the household's responsibility to make sure the Food Service Office received your application.

#### **7. I sent in a paper application but I have not heard back from the school. What happened?**

If you have not heard from us via postal mail within 2 weeks, you must call Food Services at ext. 2032. Until your application is processed and you are approved for free or reduced priced meals, it is the family's responsibility to provide enough lunch money or a packed lunch for your child. Charges accumulated during this processing period will NOT be forgiven, even if you are approved for free meals. So please apply online at [LunchApplication.com](http://LunchApplication.com).

#### **8. I received a Direct Certification letter before school started. What does this mean?**

This letter notifies you that your household was Directly Certified for free meals via the Ohio Department of Education and you **DO NOT** need to apply via an application. Please be sure each and every one of your students is on this letter and contact our office directly in order to add any missing students to your benefits. Only the Food Services Office can add a missing student. Additionally, because your household was approved for free meals, you may choose to waive your student's school instructional fees. You must sign and return the entire letter to waive your school fees and allow us to share this information with the building secretary.

#### **9. What if my student goes to the cafeteria to eat and does not have money?**

The Austintown Local Schools Board of Education and the Food Service Department will never deny a meal to a student. If your student comes to the cafeteria to eat we will serve them a meal and charge the meal price to their lunch account. If you do not want your student to utilize the cafeteria, please call the Food Service Office to apply a restriction to their account. The family is responsible for all charges applied to their student's account.

#### **10. What is the district's meal charge policy?**

Meals charged in the cafeteria are considered school fees and can never be waived. These charges accumulate each year. Once a student has charged more than \$5.00 in the cafeteria, the Food Service Department makes repeated notifications to each individual household to collect the debt. We use postal mail, email, phone calls and One Call Now. For updated information on our charge policy, please visit our website.

**11. Where can I monitor activity on my student's lunch account?**

Visit [K12Paymentcenter.com](http://K12Paymentcenter.com) to create a free login and access your student's lunch account (must have your student's ID number). This website allows you to monitor your student's meal purchases, setup low balance email or text alerts and make online payments with a credit/debit card.

**12. My student has a food allergy, how can I inform the Food Service Department?**

Every school year each child must have an Emergency Medical Form completed. Food allergens are marked on this form and the school clinic informs Food Services. Upon receiving this updated information, Food Services applies an alert on your student's account highlighting their food allergy to our kitchen staff. Food allergies are cleared and updated yearly so we must be notified every school year of your student's allergies. Please see the **Food Allergy Information** sheet on our website to further understand how our department handles food allergies. If you feel you need to have a specific conversation with our department, please do not hesitate to call us.

**13. How can I add money to my students lunch account?**

We encourage our families to apply funds electronically to their students account at [K12PaymentCenter.com](http://K12PaymentCenter.com). We also accept cash or checks made out to the school cafeteria (i.e. Austintown Elementary School Cafeteria). Please send physical payments to the cafeteria in a sealed envelope marked "Lunch Money" with your student's first and last name and ID number.

**14. How can I add a restriction to my student's account?**

Please call the Food Service Office directly to add a restriction to your student's account. We have certain parameters in which we can restrict an account and want to be sure we limit the right purchases.

**O. Fees and Student Expenses**

1. All fees and student expenses are to be paid in the building in which the student attends. All obligations must be met by **October 28<sup>th</sup>, 2016**. Students are responsible for asking for a receipt when paying expenses, fees, and other payments. **\*\*Checks returned for non-payment are subject to bank fees (currently \$10) and will be added to your account automatically.\*\***

**P. Safety Drills**

Fire drills at regular intervals are required by law and are an important safety precaution. When the alarm sounds, everyone must promptly and quietly clear the building by the assigned route, which is posted in each classroom. When the alarm sounds during a tornado drill, students are to report to their assigned stations and remain quiet. No one is to return to the building during a fire drill or to a classroom during a tornado drill until the signal is given by the school administration.

**Q. Bullying Policy**

Harassment, bullying, and intimidation is defined by the Ohio Revised Code as an "**intentional** written, verbal, graphic, physical or electronic act that a student or group of students exhibited toward the alleged victim **more than once**; and the behavior both causes mental or physical harm to the other student, and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student (ORC3313.666) and that false reports will result in disciplinary action pursuant to the Student Code of Conduct that may include, but not limited to: detention, suspension, and/or expulsion depending on the circumstances. If you have been the victim, or know of a victim, who is suffering harassment, bullying or intimidation as defined above, please complete

a Harassment / Bullying Incident Formal Report. Reports are available on the district website and in each school's main office and should be turned in to the grade level principal of the victim. If you wish to report anonymously, please use the form on the district website. **The complete Board of Education Anti-Harassment and Bullying Policy and the district's formal reporting form are included at the end of this student handbook.**

#### **R. FERPA notification**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Austintown Local Schools receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask any Austintown Local School to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school

district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Austintown Local Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance

activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

### S. Recess

Third and fourth grade students will go outside for recess when the weather permits and the temperature or wind chill factor is no lower than 20 degrees. All students are expected to go outside for recess. If your child is not permitted to go outside, he/she must have a note from you explaining why they cannot go out. Except in the case of an excuse from a doctor, two days is the maximum that a child will be permitted to remain inside during recess. The principal or designee or playground supervisor will decide if recess will be outdoors or indoors based upon that day's weather conditions. Students should dress under the assumption that recess will be outside. Failure to respect or obey the teacher or playground supervisor could result in loss of recess time, or other such disciplinary action.

### T. Birthdays

We ask that parents observe the following with regard to student birthdays:

1. Do not have balloons, flowers or other items sent to school to be delivered to the child during school time. These will not be delivered to the classroom and balloons are not permitted on the school bus.
2. Food items are not permitted.
3. Birthday treat bags (non-food items only) may be sent to the school only with teacher approval.
4. Birthday invitations may be handed out **only** to a student's **entire** class or **all** students of one gender (i.e- all boys or all girls). **No exceptions will be made.** We ask that parents drop them off in the front office to be delivered to their child's teacher. Please do not send the invitations to school with your child so that teachers can make sure they are passed out at an appropriate time to avoid an academic disruption.

### **U. Camp Fitch Outdoors Educational Experience**

Camp Fitch is our annual outdoor education trip to the YMCA Camp Fitch by the shore of Lake Erie. This is an Austintown tradition that goes back many years and is open to all fifth grade students. ***In order to attend this program there is a fee to attend and in addition all school student fees and expenses are to be paid in full prior to the Friday before camp or the student's reservation to camp will be revoked. Any student suspended or expelled from school is also subject to possibly having their reservation revoked at the administrator's discretion. The purposes of the trip are as follows:***

1. To provide a foundation of interest for continued self-involvement in the study of the outdoors.
2. To enhance the curriculum of the classroom by providing practical application in an outdoor setting of what is learned in the classroom.
3. To engender a healthy respect for the natural resources around us and to develop an awareness that these natural resources must be conserved for the future of mankind.
4. To provide a program of physical and recreational activities.

#### **Camp Fitch Program Details**

1. All activities and lessons are taught by AIS and Camp Fitch staff.
2. Students are divided into groups of about eighteen with three high school counselors. These high school counselors are carefully screened. They have outstanding academic and behavioral records.
3. Students will be housed in cabins and chaperoned by Camp Fitch, AIS Staff and Fitch student chaperones.
4. Meals are prepared by Camp Fitch each day. Students get plenty to eat. The only meal which students are responsible for is lunch on the first day.
5. The cost is **\$135.00** per student. This includes a Camp Fitch T-shirt, lodging, six meals, Camp Fitch staff, and use of recreational equipment.
6. Transportation to and from Camp Fitch will be provided for by Austintown School buses.
7. First aid will be provided by Camp Fitch staff, AIS staff, or by the nurse accompanying us on the trip. Emergencies will be taken to a medical center in Lake City, PA, which is about fifteen minutes away. You will be notified.

### **V. Parent Teacher Conferences**

Parents who wish to discuss their child's behavior or class work with teachers or counselors may do so in one of two ways. Parents may schedule an appointment via email or phone call to their child's teachers or guidance counselor. Teachers have a non-academic planning time each day and can make themselves available during that time. Designated fall and spring conferences will be utilized for student led conferences. Students work and prepare diligently for this special opportunity to present and discuss their progress to their parents/guardians. We hope all parents/guardians can attend both nights.

### **W. Enrollment for New and Transfer Students**

Parents wishing to enroll new or transfer students should report to the Registration Office. The following

documentation must be presented: academic transcripts, report cards, birth certificate, immunization records, proof of custody or court order, and proof of residency in the district. Enrollment will not be processed without these documents.

**X. Withdrawal**

Students must sign out of school with a custodial parent's signature and all obligations must be completed.



## **Section 2: Student Dress Code Policy**

This dress code policy shall be in effect during the regular school year and during any summer educational programming. As discussed below, parents who believe that their child cannot comply with the dress code because of religious beliefs or religious dress must submit a written request for exemption with an explanation of how the religious belief/religion prevents compliance with the policy to the school principal at least 24 hours in advance.

### **General**

Attire that is not in compliance with this dress code policy is not permitted. In addition to the clothing items expressly prohibited under this policy, principals and the school administration have discretion to address any attire that is offensive, degrading, vulgar, contrary to the educational mission of the school, disrupting to the learning environment or that infringes upon the rights of others. All clothing must be of appropriate size and fit neatly. Any clothing that is too tight, revealing or saggy/baggy, including but not limited to low necklines, midriff tops and form-fitting tops or bottoms, are not permitted. Clothing that has holes is not permitted.

#### **A. Hair:**

Hair color, including highlights, must be within the spectrum of color that hair grows naturally such as shades of blonde, black, auburn/red and brunette. Hairstyles including Mohawks, long spikes, and other extreme hairstyles which may cause a classroom disruption are not permitted. Students are not permitted to have feathers, chalk dye or "kool aid" dyed hair.

#### **B. Jewelry and Accessories:**

Jewelry and accessories should be kept to a minimum, and should not create a distraction. Body piercings (other than permissible ear piercings) are not permitted.

#### **C. Tops:**

All tops should cover the student appropriately. Spaghetti straps, tank tops and crop tops are not permitted.

#### **D. Bottoms:**

Pants, skirts and shorts should fit properly around the waist and not sag. Shorts and skirts should be of an appropriate length.

#### **E. Footwear:**

We strongly encourage students to wear tennis shoes or comfortable casual shoes at all times. Flip-flops or shoes that are backless are not permitted.

#### **F. Miscellaneous:**

Bandannas are not to be worn in any fashion or carried into the school. No head covering of any kind will be permitted.

**F. Religious Exemptions**

Requests for exemptions from the dress code based upon one's religion or religious beliefs, including an explanation of why the religion/religious belief prevents compliance with the dress code, must be made at least 24 hours in advance where practicable in writing to the principal.

**G. Progression of Discipline**

Students who violate the dress code policy shall generally be progressively disciplined in accordance with the progression set forth below unless circumstances warrant otherwise. If circumstances warrant otherwise, the intermediate or elementary school is not required to follow the progressive discipline steps and may skip steps where warranted. Parents/guardians will be notified of any dress code violation. A student's first dress code violation will result in a warning being issued to the student unless circumstances warrant more severe discipline. Principals have discretion in applying discipline.

The progression of discipline for dress code violations includes the following:	
First Offense	Warning / Phone call home
Second Offense	Warning / Phone call home
Third Offense	In-School restriction
Fourth Offense (and thereafter)	(2) In-School restrictions / Out of school suspension and/or expulsion depending on the circumstances. Principal may use his/her discretion.

**H. Dress Code Exceptions**

Exceptions to the dress code shall include the following:

1. Students participating in a nationally recognized youth organization (such as Girl Scouts and Boy Scouts) may wear their uniforms on those days such organizations have a scheduled function.
2. Athletic team representation such as game day jerseys or cheerleading skirts and outfits.
3. Other exceptions are made only upon the prior approval (with at least 24 hours advance approval where practicable) of the building principal. Such exception requests must be made in writing at least 24 hours in advance where practicable and must include a reason/explanation for the request.

**I. Religious Exemptions**

Requests for exemptions from the dress code based upon one's religion or religious beliefs, including an explanation of why the religion/religious belief prevents compliance with the dress code, must be made at least 24 hours in advance where practicable in writing to the principal.

### **Section 3: Student Attendance Guidelines and Procedures**

*The Attendance Office is responsible for maintaining accurate records of absence, tardiness, truancy, and early excusals. A student must attend school regularly to benefit from the educational experiences offered by Austintown Local Schools. A child between six and eighteen years of age is "of compulsory school age" for the purpose of sections 3321.01 to 3321.13 of the Revised Code. A child under six years of age who has been enrolled in kindergarten also shall be considered "of compulsory school age" for the purpose of sections 3321.01 to 3321.13 of the Revised Code unless at any time the child's parent or guardian, at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.*

#### **A. Types of Absences:**

The Austintown Local School District recognizes three (3) different kinds of absences:

In this case, the attendance office was notified the day of the absence and the student brought in a signed, dated note from a physician, a document indicating a court appearance, or evidence of one of the following reasons for absence from school as permissible by the Ohio Revised Code:

The Ohio Revised Code and Board Policy permit students to be absent from school for the following reasons:

1. Personal illness
2. Family illness (medical verification may be required if it is deemed appropriate).
3. Quarantine of the home (The absence of the child is limited to the length of the quarantine as determined by proper health officials).
4. Death of a close relative - three (3) days maximum unless reasonable cause shown otherwise.
5. Observance of Religious Holidays.
6. Family emergency - it must be an acceptable reason in the judgment of the grade principal. The fact that the parent knows where his/her child is, if not in school, does not make the absence legal or verified.
7. Medical or dental appointments that cannot be arranged during non-school hours.
8. Authorized school-sponsored activities.
9. College Visitations (In accordance with the Senior Level College Planning Visitation provisions of this student handbook).

- **Due to the changes with House Bill (HB) 410, handwritten parent notes will no longer be accepted in the Austintown Local Schools. Official documentation from a medical provider or other expert within the above allowable categories will be considered.**

#### **II. Excused:**

In this case, the student was absent because of personal illness, family illness, or other reasonable situations.

#### **III. Unexcused:**

An unexcused absence is defined as missing class or school without a legal reason. These days will also count toward the "Excessive Absence Policy."

**B. Habitual Truancy**

House Bill (HB) 410 made several significant changes to district obligations for working with students who are truant. It also made changes to student discipline. Under the revised law, the term “chronic truant” has been removed. The term “habitual truant” still is used, and the definition has been updated, removing references to “days” and replacing them with “hours.”

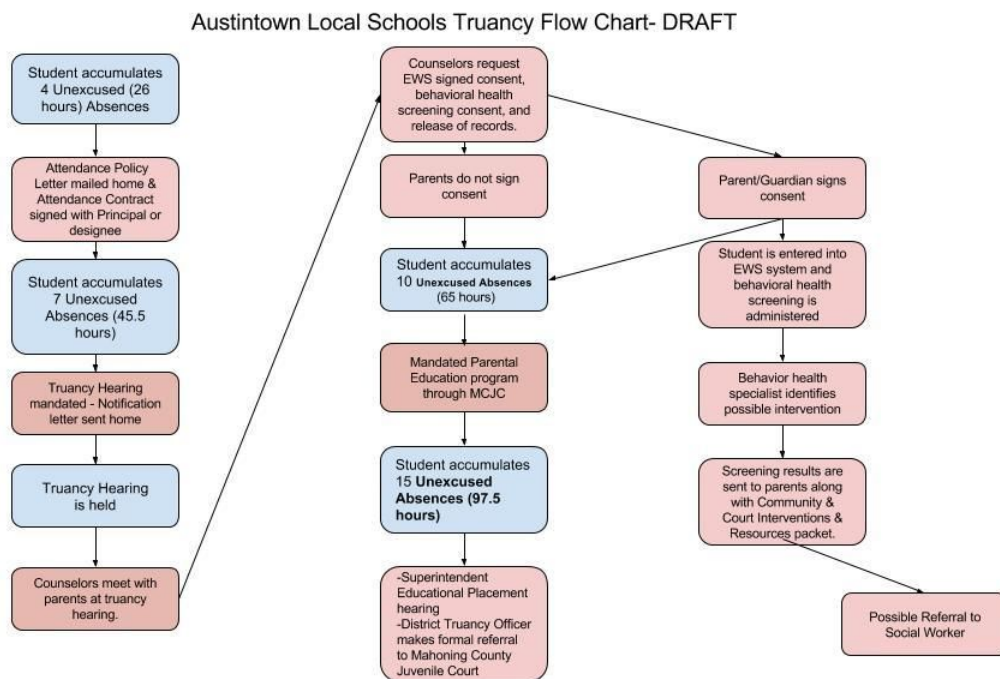
Under the revised definition, a **habitual truant** is defined as “any child of compulsory school age who is absent without legitimate excuse from the public school the child is supposed to attend for 30 or more consecutive hours, 42 or more hours in one school month or 72 or more hours in a school year,” (Ohio Revised Code (RC) 2151.011(B)(18)). The law expands the jurisdiction to juvenile courts in dealing with parents of truant students and creates a new option allowing the court to order school districts to place a child in an alternative school if one has been established.

**C. Excessive Absence Policy:** Since the Austintown Local School District encourages progressive instruction with an emphasis on activities that are student-centered, hands-on, and cooperative, it is sometimes impossible to duplicate a lesson outside the normal classroom setting. Students who exceed a maximum number of absences without verification in a class or the school day may lose academic credit for those courses, be retained in the current grade, or possibly be recommended for an alternative educational placement at the discretion of the superintendent or superintendent’s designee.

**NOTE: The only days or class absences that do not count toward this total are “verified absences.”**

**D. Recommended Progression of Interventions for Habitual Truant:**

Austintown Local Schools Truancy Flow Chart



**Verified absence:** All work may be made up anytime a student is absent with verification. It is the responsibility of the student upon returning to school to contact the teacher and to make arrangements to schedule make-up work. As a general rule, students are expected to make-up educational activities within a time period equal to the number of days that were missed. Special situations give the teacher the latitude to make other arrangements when it is necessary. If an assignment was due on the first day a student is absent, or if a test was scheduled to be administered on the first day a student is absent, the assignment/test is expected to be completed upon return to school. It is the responsibility of the student to make up work missed during absences. Make up work can be picked up if a student is absent three (3) days. If you know your child will be absent for an extended period of time, please let the office know.

**Truancy and Absence without verification:** All work may be made up with the same rules as verified absences unless the student violates the “Excessive Absence Policy.” In these cases, make-up work may be denied.

**Due process:** All students with attendance concerns will be given due process. The parent or guardian of the student will be contacted by letter and/or phone before penalties or loss of credit occurs. The administration will be available to meet with parent or guardian to develop strategies that help improve attendance and avoid any loss of credit or penalties.

**E. Homework Request Guidelines:** If an absence of three (3) consecutive days or more results due to illness, assignments may be requested through the Attendance Office. Please call the Attendance Office no later than 9:00 a.m. in order to pick up the requested material after 1:00 p.m. the following day. Assignments will not be ready for same day pick up if the Attendance Office is contacted after 9:00 a.m. In the case of extended illness, additional assignments cannot be requested until previous assignments are returned to the classroom teacher(s).

**F. Early Excusal Policy:** When an emergency situation arises which cannot be scheduled at another time, a student may be excused for part of a day. A matter of convenience is not to be interpreted as an emergency situation. Parental Responsibility: To send notice, including the name and telephonenumber of the licensed practitioner or other party involved; a note signed by the custodial parent containing the same information is acceptable. Otherwise, the parent or guardian must make a request in person. Student Responsibility: To present the notice to the main office immediately upon arrival to school, or the excusal may be denied. Please note: In grades Kindergarten through 8<sup>th</sup>, the custodial parent or legal guardian is required to report to the main office and sign-out the student prior to being dismissed from school-grounds.

**To reflect the changes in the law per HB 410 and the obligations of the school district, early excusals and tardies are considered “hours” towards absences. The amount of time missed due to tardies and early excusals will contribute to the total absence hours and potentially cause a student to be a habitual truant. Time missed due to tardies and early excusals contribute to loss of instructional time which can adversely impact student achievement.**

**Reporting Non-Attending Students to the Ohio BMV (AHFS)**

In accordance with Ohio law and Board Policy, Austintown Fitch High School personnel are required to notify the state Bureau of Motor Vehicles (BMV) of any student under the age of 18 who has withdrawn from school for any reason other than a change of residence. School authorities may also notify the BMV of students who are absent from school without a legitimate excuse for ten (10) or more consecutive school days or fifteen (15) total school days in a school year.

**G. Tardiness to School Policy:**

Students arriving to first period class after the bell are considered “tardy to school.” Following are the first period start time for all AIS: 8:30

**H. Progression of Discipline for Tardiness:**

# of Unexcused Tardies	Interventions
6	Written Warning
8	(1) Detention/other administrator assigned age appropriate disciplinary measure
10+	(1) In-School-Restriction, additional interventions including community service as appropriate may be assigned

*The administration maintains discretion in the application of these consequences.*

**To reflect the changes in the law per HB 410 and the obligations of the school district, early excusals and tardies are considered “hours” towards absences. The amount of time missed due to tardies and early excusals will contribute to the total absence hours and potentially cause a student to be a habitual truant. Time missed due to tardies and early excusals contributes to loss of instructional time which can adversely impact student achievement.**

**Section 4: Student Code of Conduct**

Under the Student Code of Conduct, applicable Board policy, and administrative guidelines, the term "school" refers to all instances when a student is under the authority of the school; the term "property" refers not only to school-owned property but to any property, public or private, which may be damaged during the period when the student is under the authority of the school. The rules and standards set forth apply to conduct on school premises, or on school buses or any other school vehicle, or involving school property, or at any school-sponsored event/function, or within sight of school premises and connected to activities or incidents that have occurred on school property. The rules and standards also apply to any misconduct, regardless of where it occurs, that is directed at a district employee or Board official or the property of such employee or Board Official. Students are considered to be subject to the authority of the school when they are on school buses or any other school vehicle or at school related or school sponsored events even though those activities may not take place at an actual school. Some examples include athletic meets and games, field trips, contests, and concerts. Offenses, which occur at such

events, will be subject to the same penalties as offenses that occur in school.

### **Austintown Local School's Student Responsibility and Discipline**

*Each individual who attends Austintown Local Schools will be offered many opportunities to exercise self-control and respond to individual responsibilities. School discipline policies are applicable to all students if the prohibited act(s) take place during a school activity, function, or any such school-sponsored event/function; while on property immediately adjacent to or within the line of sight of school property; on school buses or other vehicles; off of property owned or controlled by the Board of Education but that is connected to activities that occurred on school property; misconduct that, regardless of where it occurs, is directed at a district official or employee or his/her property; or misconduct that affects the operation of the school.*

*Students who are aware of a potentially escalating conflict are to encourage the parties to peacefully resolve their dispute. If necessary, staff and administration are to be notified via verbal or written means of concern. At that time, the appropriate action will be taken to help all parties resolve their dispute.*

*Austintown Local Schools do maintain a zero tolerance policy for violent, disruptive, or inappropriate behavior, including excessive truancy, menacing and harassment, whether verbal, physical, electronic or written. Appropriate disciplinary actions will be taken if necessary. Any violation may result in disciplinary action, such as deprivation of privileges, parental contact, referral to legal authorities, emergency removal, in-school restriction, home referral, in school or out of school suspension, expulsion from school, and permanent exclusion.*

#### **A. Insubordination**

Students are expected to comply with the directions of teachers, substitute teachers, school aides, custodians, cafeteria workers, bus drivers, principals or other authorized school personnel in a spirit of cooperation and courtesy. Failure to comply will be considered as insubordination. This includes but is not limited to:

- 1. Disobedience or disrespect toward any staff member or other authorized school personnel.*
- 2. Not following school rules or proper procedures.*
- 3. Not following assigned schedule/being in unauthorized area.*
- 4. Chronic tardy to school or class.*
- 5. Repeated misbehavior after warning.*
- 6. Refusal to turn over electronic communication devices to school personnel when requested.*

#### **B. Profane, Obscene or Vulgar Language/Gestures**

A student shall not use, write, draw or communicate profane, obscene or vulgar language or gestures on school grounds, school transportation, or while engaged in or present at any school sponsored events or activity. Failure to comply will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

#### **C. Assault/Assault and Battery**

A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause, physical harm to another person. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

**D. Fighting**

A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

**E. Disruption of School / Conspiracy to Riot / Disorderly Conduct**

A student shall not cause any disruption of any classroom activity or the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself/herself, other students or staff. This shall include the incitement of others toward acts of disruption. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

**F. Intimidation / Harassment / Menacing**

In accordance with section 3313.666 of the Ohio Revised Code, the Austintown Local Schools strictly prohibits harassment, intimidation, or bullying of any student on school property, on a school bus, or at school-sponsored event. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

**Harassment, intimidation, or bullying means either:**

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

**Electronic act** - means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device. Students found responsible for harassment, intimidation, or bullying through written, verbal, physical, or electronic acts can be administered discipline consequences ranging from, but not limited to in-school restriction, suspension, expulsion and/or the involvement of local authorities.

**False Reports**

In accordance with section 3313.666 of the Ohio Revised Code, the Austintown Local Schools strictly prohibits students from deliberately making false reports of harassment, bullying, and/or intimidation. Students who deliberately make a false report may be subject to discipline consequences ranging from, but not limited to, in-school restriction, suspension, expulsion and/or the involvement of local authorities.

**G. Any Violation of a Law of the State of Ohio**



While students are under the auspices of the Austintown Local Schools, violation of State Law will be handled through the school and be remanded to the appropriate legal authorities.

#### **H. Violation of Federal or State Statutes**

Students shall not violate federal or state statutes, rules, or regulations on school premises or at school activities, including, but not limited to, required immunizations.

#### **I. Use and Abuse of School Property and School Facilities**

All students have the opportunity to use textbooks, computers, library materials, school furnishings, school equipment and many other items, without charge. A student shall not cause or attempt to cause damage, destruction or defacement to either school property or private property on school premises or during school activities conducted on school grounds. Any person destroying, defacing or otherwise causing excessive damage to school property or school facilities may be suspended from school. In addition, full retribution for actual value of damaged, destroyed or stolen items will be expected.

#### **J. Academic Dishonesty**

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to, the removal and/or alteration of any school record. This policy also includes impersonating a teacher and/or school official. Any infraction of this policy may result in either disciplinary action and/or loss academic credit.

#### **K. False Reports / Forgery / False Impersonations**

A student shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This includes forging names on passes, excuses or notes and impersonating a school official in written or electronic form on or off campus. Impersonating a faculty member in writing, electronically, and in all forms of communication, including online and social networks, is prohibited. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

#### **L. Hazing (Initiations)**

Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity to avoid harm. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

#### **M. Sexual Harassment Policy**

Inappropriate displays of affection or sexual conduct will not be tolerated. There can be no acceptance in the school setting for inappropriate, unwelcome and at times vulgar or illegal harassment or advances of a sexual or other nature. Sexual harassment may include, but is not limited to:

- 1. Sexual flirtation, touching, advances, or propositions.*
- 2. Verbal or physical abuse of a sexual nature.*
- 3. Graphic or suggestive comments about an individual's clothing or body.*
- 4. The use of sexual degrading words to describe an individual.*

5. *Displaying sexually aggressive objects or photographs.*

6. *Sexually explicit or obscene jokes. If a student believes he or she is a victim of such actions by another member of the school community, they should report it immediately to a principal, guidance counselor or teacher. The principal or assistant principal should be contacted if the original referral was not made there. School administration will then investigate the situation as necessary. Parents will be informed as needed. Should the accused party be proven as an offender, appropriate action will be taken. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.*

### **N. Drug/Alcohol Policy**

The Austintown Local School District recognizes its responsibility in providing an environment conducive to the development of students to their maximum level of learning. Behaviors related to alcohol and drug abuse disrupt the educational environment for all within the classroom or school. Through this policy, we hope to maintain a balance of compassion for anyone suffering from alcohol and drug abuse and also protect the educational integrity of our schools. It is mandatory that students be in compliance with the standards of conduct set forth in this policy. Failure to comply with the rules pertaining to the possession or use of drugs, alcohol, or other intoxicants, including steroids and/or counterfeit (look-a-like drugs), and drug paraphernalia at school or as a part of any school activity or while under the authority of the school will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

#### **Tobacco/Tobacco-Like Product/Nicotine:**

The use, possession, consumption, purchase or attempt to purchase tobacco products or tobacco substitute products or paraphernalia in a school building (owned, leased or contracted for by the Board), on school premises, on or near a school campus, a school bus or other vehicle, or at any Board-sponsored event or at any sanctioned school activities on or off the school campus is prohibited. Tobacco products or paraphernalia include, but are not limited to: cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, papers used to roll cigarettes, tobacco substitutes and/or electronic “vapor” or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance.

#### **Tobacco/Nicotine**

A student shall not possess, smoke, or otherwise make use of tobacco of any kind in the school building, on school buses, at school sponsored activities, or on school property at any time. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion.

#### **Possession/Use of Any Tobacco or Tobacco-Like Product in or On School Property**

The following progression of offenses can be changed by administrators dependent upon the severity of individual offenses:

1. First Offense – automatic five (5) day suspension.
2. Second Offense - Nine (9) day suspension, intervention.
3. Third Offense - Ten (10) day suspension with recommendation for expulsion.

### **Narcotics, Alcohol, Drugs, and Paraphernalia**

A student shall not use, sell or distribute, possess, buy, or help broker or facilitate the sale or exchange of, be under the influence of, or smell of, alcoholic beverages, illegal drugs, or narcotics on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell, distribute or help broker or facilitate the sale or exchange of counterfeit or look-alike drugs. Possession of any type of drug paraphernalia is similarly prohibited. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, detention, in-school suspension, out of school suspension and/or expulsion. Law enforcement will be notified as appropriate. Solely at the discretion of the administration, discipline, in part, may be waived for alcohol violations if the student successfully completes a professional program/assessment by a certified alcoholism-counseling agency at the family's expense

### **Prescription or Nonprescription Drugs**

A student shall not use, sell or distribute, buy or possess prescription or nonprescription drugs without following the procedures for use of such drugs at school. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, in-school restriction, out of school suspension and/or expulsion. Law enforcement will be notified as appropriate.

### **O. Bomb Threats**

Making a bomb threat to a school building or any premises where a school activity is taking place is strictly prohibited and will result in expulsion of up to one year.

### **P. Fireworks, Explosives, Weapons, Incendiary Devices**

Students shall not possess, use, threaten use of, handle, transport, sell, conceal, ignite, or explode fireworks/explosives/incendiary devices of any kind. A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments include, but are not limited to, firearms, knives, metal knuckles, laser pointers, straight razors, explosives, noxious irritants, poisons, and other dangerous substances, along with any item that is a "look alike" of any of the above, or any object which is used or may be used to inflict physical harm. "Firearm" is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine or device similar to any of the devices described above. The definition of a "knife" includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. Weapons violations may result in expulsion of up to one (1) full year.

### **Q. Conduct at School Functions and After-School Activities**

Students are expected to conduct themselves in a mature manner so they do not bring discredit to

themselves, their families, our school, or our community. Inappropriate conduct such as booing, rowdiness, physical confrontation, disrespect for officials, or refusal to follow instructions or directions will not be tolerated at home or away events. Students will be removed from school functions/after-school activities and denied admittance thereafter for not cooperating fully with school officials and officers of the law. Suspended or expelled students are not permitted to attend any school activity or event if at home or away. School officials have the same authority over students at after-school activities or functions as they have during a regular school day. Students who refuse to cooperate during after-school activities will be removed and denied admittance thereafter. Additional disciplinary action may be issued as well.

### **R. Attendance at School Assemblies and Special Activities**

A variety of programs will be offered for the benefit of students, including pep assemblies, educational assemblies, and entertaining assemblies. Some will be open to all, others to restricted groups of relevance, depending on the nature of the program. Attendance of all school assemblies and school-related activities is a privilege, not a right. All students are expected to conduct one's self so as to show respect for the participants and others in the audience. Failure to comply with all school rules will mean ejection and restriction from future assemblies or activities.

### **S. Textbooks**

The Board of Education furnishes textbooks without cost to the students. As books are issued, the serial number, the date of issue and the condition of the books are recorded by the teacher making the distribution. At the close of the school year, the books are to be returned to the teachers who issued them. Allowing for reasonable use, no fines will be assessed. However, if the book has been abused or lost, fines will be charged accordingly. Report cards and transcripts will not be issued if fees or fines are not paid in accordance with the law.

### **T. Theft**

Students shall respect the personal ownership rights of others. School administration may report theft(s) to local authorities. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, restitution, in-school restriction, out of school suspension and/or expulsion.

### **U. Student Telephone Usage Policy**

School telephones are available for student use in the case of an emergency. Students requesting to call home for emergency purposes must first receive permission from school staff, school secretary, or school administration. Emergency messages from parents/guardians will be delivered to students via the main office.

### **V. Student Computer Policy**

Students are encouraged to use school computers/network and the Internet connection for teacher assigned, educational work. Unauthorized computer usage is prohibited. Failure to use computers/network for authorized educational work only will result in disciplinary action. All students must have a signed Acceptable Use Policy form in order to use school computers. All students must also adhere to the Student Electronic Device Guidelines.

**W. Internet Access for Students**

All computers in Austintown Local Schools have access to the Internet and e-mail in accordance with all applicable policies and laws. Parents who wish to deny Internet access to their child during school hours must contact the school administration.

**X. Use and Searches of Cubbies, School Property, Personal Belongings, or Person**

Students are assigned cubbies for their convenience in storing books, school supplies and coats. However, such assignment does not limit the right of school officials to examine cubbies when they believe it is necessary for the safe, "non-disruptive" operation of the school. All students will be assigned a cubby. Writing on the outside and/or inside of the cubby is prohibited. The Board of Education or its designee reserves the right to search the cubbies, vehicles, desks, person, and personal belongings of a student on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline, and safety in the supervision and education of students. Random searches may also occur if permitted under the law. Appropriate disciplinary action will result. Criminal charges may also be filed.

**Y. Distribution or Sale of Unauthorized Materials**

A student shall not distribute or sell unauthorized materials on school property. Unauthorized materials are defined as any material goods, literature, food items, or any other objects/items that are not approved first by the administration. This policy includes the sale or distribution of information. Failure to comply will result in disciplinary action.

**Z. Student Backpacks**

Backpacks of any kind and drawstring gym sacks are not permitted to be worn during school hours. Bags are permissible for transporting books to and from school but must be placed in a cubby during normal school hours.

**AA. Leaving School Grounds**

Leaving the school building or grounds, unless as a function of a supervised school activity or with administrative permission is prohibited. Students are to remain in the building for the time of arrival until the official time of dismissal. Failure to comply will result in disciplinary action.

**BB. Nuisance and/or Hazardous Items**

No backpacks, book bags, sack packs or other containers are permitted in the hallways, classroom, or cafeteria. Lunch containers are permitted for appropriate usage during lunch and breakfast times in the cafeteria. Any item that, in the judgment of administration disrupts, or interferes with school, is prohibited (slime, fidget spinners, fidget cubes, etc). Appropriate disciplinary action will be taken. Any additional items are in the judgment of the administration that disrupts or interferes with school or school activities are prohibited.

**Consequences and Disciplinary Actions****A. In-School Restriction**

Students assigned to I.S.R. must successfully complete all assignments in order to return to his/her regular schedule. If not, additional I.S.R. days will be assigned until all work is successfully completed. The schedule for I.S.R. includes goal setting, daily assignments, core curriculum work, lunch, school service, school cosmetic cleaning, behavioral improvement, self-evaluation and return of all daily assignments to staff mailboxes.

### **B. Out-of-School Suspension**

Students and parents will be notified of the suspension via the Notice of Intent to Suspend Form. Students are not permitted on school grounds while serving an out-of-school suspension. Students may not attend any school functions, home or away, while serving an out-of-school suspension.

### **C. Permanent Exclusion and/or Expulsion**

Students and parents will be notified of a suspension pending expulsion via the Notice of Intent to Suspend Form. Students and parents will receive a letter from the Superintendent or Director of Instruction regarding a hearing to discuss possible expulsion. Students are not permitted on school grounds while serving an out-of-school suspension, expulsion or permanent exclusion. Students may not attend any school functions, home or away while serving an out-of-school suspension, expulsion or permanent exclusion.

### **F. Community Service**

Building principal, the superintendent or superintendent's designee, may assign school or community based service activities in lieu of other disciplinary measures, including suspension and expulsion, for violations of the Code of Conduct, including tardies and habitual truancy offenses.

## **Section 5: Student Electronic Device Guidelines**

The following policy and discipline procedure regarding student possession of portable electronic communication devices, which applies to all Austintown Local School students and supplements the Board Policy regarding electronic device usage.

### **AUSTINTOWN LOCAL ELECTRONIC DEVICE GUIDELINES**

A "Bring Your Own Device" Program permitting students to bring their own Internet connected devices to the Austintown Local Schools, grades K -12, began with the start of the 2013-14 school year. During the 2014-15 school year, the Austintown Local Schools purchased chromebook learning devices for all students in Grades 6 through 12. Students in Grades K-5 now also have a vast amount of chromebooks at their disposal on carts and are not permitted to use their cell phone and/or personal device during the school day.

Thus, Austintown Local Schools NO LONGER operates on a "Bring Your Own Device" mode effective August 21, 2015. Board of Education Policy JFCK shall be the sole authority on handling with all matters related to electronic device usage by students in the Austintown Local Schools.

### **Misuse of Electronic Devices**

The misuse of electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:

1. Use of any electronic device in a classroom without the direction of the classroom teacher.
2. Violation of the Austintown Local Schools' Acceptable Use Policy.

### **Prohibited Electronic Devices**

Recording devices, radios, pagers, smart watches, laser pointers, and other electronic devices are deemed distracting to the educational environment. As such, these devices are not permitted in any Austintown Local School buildings and/or school buses.

### **Mobile Phones**

1. Use of mobile phones for any voice communication is not permitted during school hours, including the time spent in transportation on school buses, unless otherwise directed by school personnel.
2. If a student/family has a mobile phone it must be off and put away in accordance with Board Policy.

**Restrictions and Expectations:** the following actions are strictly prohibited and will result in possible consequences ranging from but not limited to detention, suspension, expulsion and/or the involvement of local law enforcement:

1. The video/audio recording or photography of students or staff members without their consent.
2. Accessing, sharing, disseminating inappropriate content including pornography, material with abusive language, drug/alcohol/weapon related content, or any information that can be deemed harmful or shocking to minors.
3. Using technology for interactive communication in the form of posts on social media websites, including but not limited to Facebook, Twitter, Tumbler, and other Blog/Chat/Messaging sites, during the hours of school operation to include time spent in transportation unless directed by school personnel for educational purposes.
4. Any and all harassment/bullying and intimidation behaviors per the Ohio Revised Code definition which follows:  
Harassment, intimidation, or bullying means either:
  - a) any intentional written, verbal, electronic, or physical act that a student has exhibited towards another particular student more than once and the behavior both:
  - b) Causes mental or physical harm to the other student;
  - c) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. -or-
  - d) violence within a dating relationship.

**Electronic act** means an act committed through the use of a cellular telephone, computer, pager, tablet, eReader, personal communication device, or other electronic communication device. Students found responsible for harassment, intimidation, or bullying through written, verbal, physical, or electronic acts

can be administered discipline consequences ranging from, but not limited to detention, suspension, expulsion and/or the involvement of local authorities. ORC 3313.666

**Consequences for inappropriate use of electronic devices**

Violation of the appropriate use of electronic devices, as described above:

1. May result in detentions, In School Suspension, or Out of School Suspension; and
2. Student may be required to turn the device over to school personnel and the student and/or parent/guardian may pick up the device from the School Office at the end of the school day. If instructed to turn over a device, students are expected to do so without argument or confrontation.

**Standard Discipline Sequence**

*The following is a guide for assignment of discipline. Note that the administration reserves the right to assign discipline ranging from In School Suspension, Out of School Suspension and/or the involvement of local law enforcement agencies.*

Infraction Level	First Infraction	Second Infraction	Third Infraction
<p><b>Level 1</b>  <b>Sight violations – a student is seen violating a usage rule and responds with respect and in accordance with the policy.</b></p>	<p>-Detention                      -Letter of reprimand                      -Device is confiscated and must be picked up by a parent or guardian.</p>	<p>-In School Suspension                      -Device is confiscated and must be picked up by a parent or guardian.</p>	<p>-Out of School Suspension                      -Device is confiscated and must be picked up by a parent or guardian.</p>



<p><b>Level 2</b>  <b>Sight violations – a student is seen violating a usage rule and responds with disrespect or in an argumentative manner.</b></p>	<p>-In School Suspension/          Saturday School          -Device is confiscated and must be picked up by a parent or guardian.</p>	<p>-Out of School Suspension          -Device is confiscated and must be picked up by a parent or guardian.</p>	
<p><b>Level 3</b>  <b>Any violation involving but not limited to: harassment, intimidation, threats, video, audio, or image recording/dissemination, rumors, fighting, or violence.</b></p>	<p>-Out of School Suspension          -Device is confiscated and must be picked up by a parent or guardian.          -Possible involvement of law enforcement.</p>		

**Acceptable Use**

Students must have a completed Acceptable Use Policy signed and on file at his or her respective school building. Students may connect to the Internet using their Internet provider, however, accessing and/or sharing inappropriate web content will result in confiscation of the electronic device until a parent/guardian retrieves it from the school, and possible consequences ranging from but not limited to detention, suspension, expulsion and/or the involvement of local law enforcement. The Austintown Local Schools will not be responsible for any Internet connection expenses outside of school.

**Lost or Damaged Device**

The Austintown Local Schools assume no responsibility for the theft, loss, or damage of an electronic device brought at school or on the district’s buses. Students bring these devices to the Austintown Local Schools at their own risk.

**Policy Exemptions and Exclusions**

The district reserves the right to revise or amend this policy at any point to ensure a safe and appropriate educational environment.

This policy does not apply to medically required electronic communication devices such as hearing aids and augmentative speech aids or to any electronic communication device, which is mandated in a student’s Individualized Education Program (IEP) or on a student’s Section 504, plan. If use of an electronic communication device is not mandated in an IEP or on a Section 504 plan but is required in individual instances to assist a student with the student’s education, permission must be obtained in writing from a building administrator prior to use of the electronic communication device at any time

otherwise prohibited by this policy. All assistive technology devices are permissible for us in the Austintown Local Schools in accordance to IEP and 504 accommodations.