

NORTHEASTERN LOCAL

1414 BOWMAN ROAD
SPRINGFIELD, OHIO 45502
325-7615

STUDENT / PARENT

RIGHTS & RESPONSIBILITY

HANDBOOK

PROMOTION — ATTENDANCE — CONDUCT



REVISED June 2008

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EQUAL EDUCATIONAL OPPORTUNITY

All educational programs and activities in the Northeastern Local Schools are available to students without regard to race, color, national origin, religion, sex economic status, age, or handicap.

Procedures to resolve complaints of alleged discrimination have been established as part of the Northeastern Local Schools Policies and Regulations. Students, parents, staff, and the general public may review these policies and regulations. Copies are available in all of the schools and at the central board office.

CIVIL RIGHTS COMPLIANCE OFFICER

The Board of Education has designated Becky Pearson, Assistant Superintendent and Rick Broderick, Superintendent as the district's compliance officers for Title IX (sex discrimination), Section 504 (handicapped discrimination) and Title VI (race, color, and national origin discrimination). They may be contacted at the Northeastern Local Schools, 1414 Bowman Rd., Springfield, Ohio 45502. Phone 937-325-7615

ACCESS TO STUDENT RECORDS / INFORMATION

Parents are responsible for notifying the school Principal, in writing, if they do not want the school to disclose "directory information" about their child to outside agencies (e.g. newspapers, colleges, armed services, etc.).

Parents understand that schools may be required under law to disclose certain information even if parents have requested in writing that information be withheld. This may include, but is not limited to: sharing information with other school districts, complying with judicial orders, or where warranted in a health or safety emergency.

Inspection of Educational Materials

Parents and any district resident have the right to inspect any educational materials being used by the district. The Board does however recognize the rights of the certificated staff to select books and other materials supportive of the District's educational philosophy and goals. Any formal objections must be made using the district's Request for Reconsideration forms. The signed form should be transmitted through the building principal to the Superintendent.

INSPECTION OF STUDENT EDUCATIONAL RECORDS

It is the right of the parent/guardian, or eligible student to inspect and review the student's educational records. The student's parent(s) or an eligible student has the right to seek to correct parts of the student's educational records, which he/she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request. The parent/guardian or eligible student has the right to file a complaint with the Department of Education if the District violates the FERPA. Copies of this policy are available in all school buildings and at the central board office.

INTERROGATIONS/ SEARCHES/ LOCKER SEARCHES

The right of inspection of students' school lockers or articles carried upon their persons and the interrogation of an individual student is inherent in the authority granted school boards. Administrators will employ procedural safeguards to protect the well being of those children. All other searches will be conducted sparingly and only when such search is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order or promote the safety and security of persons and their property within the area of the school's responsibility.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the

Board to permit the building administrators to search any locker and its contents as the administrator believes necessary.

Sexual Harassment Policy

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

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

A complete copy of the Board adopted policy is posted in all district buildings and district website. A complete copy of the district's Board Adopted policy may be obtained by contacting the board office.

STUDENT CONDUCT CODE

The purpose of the Student Conduct Code is to protect the rights of individuals as well as to insure an educationally sound school atmosphere. The rights and responsibilities of both students and staff of our schools are identified within the code.

The following procedures outlines steps that an administrator may use in dealing with students who are disruptive, disrespectful, insubordinate or pose a threat to staff members, fellow students or themselves. The procedures are presented as guidelines to follow when the student disobeys school rules.

Misconduct that is grossly unacceptable may immediately place a student in a position that he or she may be suspended or expelled with an initial incident.

This Student Conduct Code is designed to deal with the chronically disruptive student in such a manner as to permit the student to alter unacceptable behavioral patterns. The code also offers ample opportunity to school personnel and parents to communicate and work together to solve behavioral problems before drastic steps are taken.

The Principal or his/her representative will make the judgments that ultimately insert a student into this process by weighing each disciplinary referral.

6300. PROMOTION

The promotion policy is based on the belief that each learner progresses at an individual rate of growth. Therefore, consideration is given to success in academic areas in conjunction with a developed level of maturity.

6310. Grade Level Promotion

6311. Kindergarten. A child shall be promoted to the first grade if he demonstrates satisfactory progress in four (4) of the six (6) developmental areas and if his maturity permits appropriate attention to the learning process. Developmental areas are gross motor, visual motor, visual perception, auditory memory, basic concepts and descriptive language.
6312. Grade 1. A child shall be promoted if he has satisfactory developmental maturity allowing sufficient progress in reading and math skills necessary to assure reasonable success in second grade; and/or developmental maturity needed for attending to the learning task.
6313. Grades 2-3. A child shall be promoted to the next grade level if he demonstrates reading and math skills which will allow success in other basic subjects (assigned); or if during the promotion/ placement conference data supports a level of maturity and/or effort which would indicate probable success at the next grade level (placed).
6314. Grades 1-5. A student shall be promoted to the next grade if he is reading at a level which allows success in other subjects, and has passed four (4) of the 5 basic subjects (assigned): or if during a promotion/placement conference data supports maturity and/or effort which would indicate probable success at the next grade level.
6315. Grades 6-7-8. A student shall be promoted to the next grade if the passes four (4) of the 5 basic subjects; or if during a promotion/placement conference data supports a level of maturity and/or effort on the part of the student, demonstrated by adequate study habits and academic responsibility which will enable the student to achieve near his/her potential.
6316. Promotion decision for students for whom an IEP is in effect will consider student performance related to identified objectives.

6320. Promotion Conference (K-8)

Parental understanding and active support of the child's educational progress are critical to a successful learning environment.

6321. Teachers will make timely and substantial efforts to communicate, work with and actively involve parents in educational decisions. Records of student performance and parental communication shall be kept.
6322. A promotion conference will be held between the principal, parent and teacher representatives of the current and next higher grade level for those students for whom we have serious concerns. The conference will summarize the student's educational growth. Only parental and staff educational program for the student will be considered. Concerns of the parents who have actively cooperated with the staff throughout the year will be given preference. The majority recommendation of this committee shall be final. Concerns of those in disagreement with the majority decision shall be recorded and included with the conference report.
6323. Written notification will be sent to the receiving grade, with supporting data, confirming retention or placement of students.

6360. Graduation

To be eligible for a graduation diploma a student must successfully complete the subject and unit (credit) requirements as established by the Ohio State Department of Education. Twenty one (21) units earned in grades 9 through 12 are necessary to meet this requirement. Students also must pass all required sections of the Ohio Graduation Test.

6361. For the graduating classes of 2001 and after twenty one (21) of earned credit shall include the following quantitative requirements:

English	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Health	1/2 unit
Physical Education	1/2 unit
(One unit from Business/Technology or Fine Arts or Foreign Language)	1 unit
Electives	6 units
Total	21 units

6362. The High School Principal and/or Superintendent shall certify to the Board of Education the eligibility of each graduate prior to awarding diplomas.

6363. A student who chooses not to participate in the Commencement Exercises must present a parental written request, and shall be graduated "in absentia" if all other requirements for graduation have been met.

6363.1 A student must meet all of the graduation requirements as set forth by the Northeastern Local School Board and the Ohio Department of Education in order to participate in the high school graduation ceremony.

6364. Early Graduation - a pupil may be considered for early graduation provided the following requirements are achieved and with the approval of the Building Principal:

1. The Pupil is Eighteen (18) years old and has completed the twenty one (21) units of credit as specified in Section 6361 and passed all required sections of the Ohio Graduation Test.
2. The pupil has completed seven (7) semesters of attendance and has completed twenty one (21) units of credit as specified in Section 6361, or
3. The Pupil has completed twenty one (21) units of credit and special circumstances have been appealed in writing to the Superintendent.

6365. Special graduation candidates - the Board of Education recognizes the policies as follows:

1. The State Department of Education issues a "Statement of High School Equivalence." The statement is not a high school diploma nor can it be exchanged for a diploma. This statement is issued to adult residents who have not completed high school.

6366. Diploma, Grades, and Credits -Anyone successfully completing the requirements of the high school and the State requirements including testing will be awarded a diploma. Grade cards and transcripts may be withheld for non-payment of school fees.

6370. High School Credits

6371. A maximum of six(6) units of credit through an educational option may be applied toward the twenty one (21) units required toward graduation. No more than four (4) of the six(6)units may be applied toward the required course credits as specified in Section 6361.

6373. Grade placement and units of credit shall be accepted for students transferring from any school in the State of Ohio which is in compliance with Chapter 3301-35 of the Administrative Code and from any out-of-state school approved by the State Department of Education or the equivalent for school attended in a foreign country. Credit for foreign exchange studies may be assigned in accordance with Section 6361.

6374. A maximum of four (4) summer school credits may be considered in meeting the requirements for a diploma. Credits must have prior approval of the Principal.

6380. Grade Point Average

The GPA is intended to reflect, as accurately as possible, a summary of a student's entire academic record while in our secondary schools.

6381. Grades assigned to students on report cards and on the permanent record can use a "+" or "-", however, "+" or "-" should not be a factor in computing the GPA. The standard 4 point scale will be used.

6381.1 Board adopted grading scale:

A	=	92 - 100
B	=	83 - 91
C	=	74 - 82
D	=	65 - 73
F	=	0 - 64

6382. Identical Grade Point Averages may result in multiple rank in class positions, including multiple class valedictorians.

6383. Ties will be decided by a committee called by the Superintendent only if required for purposes of external awards.

6384. GPA will be calculated using semester grades.

6385. All letter grades reported for student achievement will be considered when computing GPA.

6386. Grades will be differentiated for Advanced Placement courses. The faculty is, as always, expected to appropriately challenge all students and assign grades which accurately reflect student achievement.

Advance Placement grading scale:

A	=	88 - 100
B	=	79 - 87
C	=	70 - 78
D	=	61 - 69
F	=	60 & Below

6387. Grade values of transfer students will be accepted as reported by their previous school providing the school is appropriately accredited. Conversion of transfer credits will be at the discretion of the Principal at the time of the transfer.

6388. All Post-Secondary Enrollment Option Courses taken for high school credit will be included in grade point average and class rank. Pass/Fail courses will not be included.

6389. Academic Eligibility for Extra Curricular Participation - Policy Statement -

Consistent with the mission and goals for the Northeastern Local School District, a comprehensive program of student activities is made available to middle school and high school students. To ensure that the district not lose sight of the fact that extra curricular participation exists to complement the academic program and not, in any way, to supplant academics as our primary objective, the Board of Education directs the Superintendent to develop regulations and procedures to implement a policy establishing a 1.67 grade-point average for grades 7 - 12 participation in extra curricular activities. Furthermore, to be eligible to participate, high school students (9 - 12) must pass at least five (one credit) courses or their equivalent during the preceding grading period; and middle school students (7 - 8) must pass at least 75% of the five major subjects carried the preceding grading period. Weekly eligibility checks will continue to monitor that students are passing the required number of classes.

The Board of Education further directs the Superintendent to set up intervention strategies and procedures for all 7 - 12 students. Students who have attained OHSAA standards, but not the additional Board of Education standards, may request a "probationary" status. The student may continue to participate in extra curricular activities during this probationary grading period, if the student participated in these procedures. High School students may apply for probationary status twice during high school; middle school students once during 7th and 8 grades.

This policy shall apply to all 7th - 12th grade students who participate in OHSAA sanctioned athletics and other Board approved activities that participate in interscholastic competitions. An exception to this policy would be activities that fall into the definition of co-curricular. A co-curricular activity is defined as an activity that is related directly to enrollment in a specific class, the activity is a part of a Board approved "Course of Study", and the activity makes up a part of the grade for the class.

6400. SCHOOL ATTENDANCE

Regular attendance is essential if students are to receive maximum benefit from their educational experiences. Since school is for the student, certain rules and regulations regarding attendance are necessary. All students are expected to be in attendance every day that school is open for instruction.

6410. Legal School Attendance

6411. Being Present - A child will be considered in legal attendance, or present, when he is attending regularly assigned classes or school sponsored activities during the school day.

6411.1 Perfect attendance certificates - will be issued in recognition of a year's record of no absence or tardiness.

6412. Legal Absence - In accordance with Ohio Revised Code. Section 3321, the following absences will be considered legal absences (excused). Parent confirmation is necessary to establish legal absence. **Parents are requested to notify the school the day of the absence and send a note with the student when they return to school. Failure to do may result in school discipline.**

1. Personal illness
2. Critical illness in family
3. Death of a relative
4. Quarantine in home
5. Observance of religious holiday (not instruction)
6. Or any other reason which the Principal may deem justifiable

6412.1 Vacations - Every effort should be made by parents or guardians to schedule vacations during the summer or when school is not in session.

All requests to be considered for legal absence shall be made in writing to the principal by the parent or guardian as early as possible.

The principal will consider academic and attendance records when determining requests for legal absences for vacations.

6412.2 Partial Absence - Absence from school for more than two (2) hours, and less than five (5), shall be considered a half-day absence. Absence for more than five (5) hours shall be considered a full day's absence.

6412.3 Excused Tardiness - Late arrivals to school [within two (2) hours of the opening of school] and late arrival to assigned periods may be excused at the discretion of the principal or designee.

6412.4 Make-up work for Legal Absence - A student in legal absence from school shall be granted the opportunity to make up work missed and receive credit. It shall be the responsibility of the student to obtain make-up work assignments and to hand in the make-up work within a period of time upon his return to school equivalent to the number of days absent, plus one (1) day. Assignments/tests made prior to the student's absence are due upon the student's return to school.

6413. The purpose of this Attendance Policy is to emphasize to students and parents that daily attendance at school and classes is of the utmost importance. Students must realize that their daily attendance records are one of the most crucial aspects of their official school records.

Because of the number of students that compile unsatisfactory attendance records during the school year, serious steps had to be taken to encourage students and parents to look carefully at the choice of days that a student remains at home, or chooses to engage in some other activity, rather than attend school. Illness, critical illness in the family, death of a relative, quarantine in the home, or any other reason which the principal may deem justifiable, are the reasons identified in the Ohio Revised Code, Section 3321, as excusable absences. It is mandatory for citizens, both parents and students, to realize that children under the age of eighteen (18) must attend school.

Reasons such as hair appointments, shopping trips, fixing or repairing a car, and others are not identified as excusable absences. Students that have accumulated absences beyond 12 days should rearrange priorities and place their attendance at school in its appropriate place. Any student that conscientiously attends school will not be affected by this policy. Only those students that have a habit of inconsistent attendance will be affected. Parents of all students are urged to consider carefully the positive results that this new policy can have on all students and our schools in general. Together we can improve the results of our children's education. The first step is to make sure the students are in school.

Students may not miss school, or any specific class or classes, more than **twelve (12)** excused days during any year. The twelve (12) days absence limitation applies to any and all absences from classes or school that are not school related.

When a student's accumulated absences for reasons of illness amount to either three (3) consecutive school days or twelve (12) days or more in any year, the principal may require of the parent(s) or guardian a signed statement by a physician verifying that the student was unable to come to school for reason of illness on the specific days the student was absent. Failure to do so may result in the absence being deemed unexcused and any missed work may not be made up.

Absences in excess of the **twelve (12)** day limit that are unavoidable may be appealed to the building principal within seventy-two (72) hours of the student's return to school. The appeal may be approved or denied dependent on the circumstances in each case. Denial of the appeal may be further appealed through the Superintendent or his designee if the parents are not satisfied with the principal's ruling.

Daily attendance records will be kept in the office and by each classroom and study hall teacher.

Students who are truant or unexcused from school or classes are subject to disciplinary action.

Students who continue to be absent beyond the **twelve (12)** day limit will be subject to disciplinary action. Parent conferences, referrals to appropriate departments or agencies, suspension or expulsion may be recommended for chronic offenders that are in violation of District Policy or State Attendance Laws.

Absences that are intra-curricular or official extra-curricular activities such as field trips or class business will count as an absence from class but not from school and, will be included in the twelve (12) day limit tally. It is mandatory that these special absences receive written approval prior to the actual absence. Special absences forms must be approved by the principal or his/her designee.

For family vacations (immediate family only), that have received approval through the "Special Absence Request Form" up to 5 days will count as one day in the aggregate count. Each day beyond 5 days will count as one day. It is strongly recommended that family vacations be scheduled to coincide with school vacations. The school calendar is available to all families at the beginning of each year.

Students that are assigned suspensions will be subject to Section 6422.3 in the Student Responsibilities Handbook concerning make-up work. Each suspension will count as one day in the aggregate count of days absent.

6420. Illegal Attendance

6421. Trespassing - Students who are suspended or expelled from school attendance for disciplinary reasons, are not permitted on school district property. Students that persist in violating this section may be charged with trespassing.

6421.1 A student that has been assigned any type of suspension or expulsion may not attend extra-curricular school activities during the suspension or expulsion period.

6422. Illegal Absence - A child shall be considered in illegal (unexcused) absence when not attending school for reasons other than those listed in Section 6412.

6422.1 Illegal absence shall be recorded as either:

- a. Truancy: illegal absence without knowledge or consent of parent, or
- b. Unexcused absence: illegal absence with consent or knowledge of parents or parental neglect
- c. Students who are 18 years old - with absences not in accordance with the Ohio Revised Code for legal absences will have an unexcused absence recorded on their record.

6422.2 Illegal absences:

- a. The individual building principals have the responsibility to formulate rules and regulations for their respective buildings to deal with illegal absences.

- b. Students who are truant or who have unexcused absences from school may receive Saturday school or other building consequences.

6422.3 Make-up work for Illegal Absence

A student who has been suspended for violating Board of Education or school policies, or is illegally absent shall: (See Section 6422.2)

- a. Have an unexcused absence recorded in the attendance record.
- b. Not have the opportunity to make up missed work. A student who has been suspended and/or is illegally absent has the right to receive assignments to do during the suspension or for absences; however, the assignments, tests and quizzes that are a part of the everyday work for the classes or days the suspension or absences are, in effect, work that will be missed. Credit for work missed due to suspension will not be received; tests, quizzes, homework assignments and/or class grade will be recorded as zero for work missed due to suspension or illegal absence.

6422.4 Unexcused Tardiness - (Arrival at school)

Tardiness that the Principal or his designee identifies as negligent or the result of irresponsibility of the student or parents is unexcused.

- a. Individual Building Principals have the responsibility to formulate rules and regulations for their respective buildings and appropriately deal with unexcused tardiness.

6422.5 Unexcused Class Tardiness or Class truancy.

Individual building principals have the responsibility to formulate rules and regulations for their respective buildings that appropriately deal with unexcused class tardiness or class truancy. Class tardiness or class truancy, which continues without improvement, may warrant the Principal beginning the suspension or expulsion procedure.

School Phone Numbers

Northridge Elementary	342-4627
Rolling Hills Elementary	399-2250
South Vienna Elementary	568-4038
Northridge Middle School	399-2852
South Vienna Middle School	568-4765
Northeastern High School	328-6575
Kenton Ridge High School	390-1274

6500. PUPIL CONDUCT

Zero Tolerance Policy

The Northeastern Board of Education will not tolerate any form of violence, disruptive or inappropriate behavior, nor excessive truancy.

All students have the responsibility to pursue their education in the Northeastern Schools in a manner that shows respect for other students, staff, parents and citizens, and to abide by the student conduct code. Students should be aware that they do have a responsibility to cooperate with and assist the staff in the orderly and efficient conduct of the schools.

We recognize that students may, from time to time, display conduct that is unacceptable in a school situation. Students with initial and/or minor violations of school rules may be dealt with at the building level using a variety of age appropriate penalties. These may include parent conference, detention, work detail, isolated learning, Saturday School, suspension, expulsion or emergency removal, and the building principal may formulate consequences to deal with inappropriate behavior. Violations of a serious or continuing nature will be dealt with as described in Policy 6500-6583.

Application of the Provisions under 6600 (6500-6583) may be exercised against any student enrolled in the schools of this district who violates the provisions of these rules at school, at school-related functions, and under any circumstances related to the student's relationship to the school district, its teachers and administrators, and/or its students.

6510. Privileges

The schools provide students with the opportunities for a well rounded education. Students have the privilege of participation in a wide variety of activities including: academic classes, organizations, music and art events, athletic participation, intramural events, extra-curricular activities, bus transportation.

6520. Responsibilities

Students are expected to conduct themselves in a manner conducive to a positive learning atmosphere, and which contributes to the health and safety of others and their property. Students are expected to come to school alert, mentally and physically prepared to learn.

6521. Program Participation - To participate in programs and extra-curricular activities a student must be in good standing with the school, must meet the requirements of the organization, the Northeastern Local extra curricular activity guidelines and must meet the eligibility standards of the Ohio High School Athletic Association, if applicable.

6522. Dress Code - We believe that proper dress and grooming contributes to and are a part of the educational process. The Principal is vested with the authority to make judgments as to the appropriateness of attire and personal grooming as it relates to the best interest of the total educational program.

6523 Pupil Driving - Students are required to register motor vehicles with the office and present a valid Ohio Drivers License at the time of registration.

a. Driving privileges will be denied any student who violates any of the above policies of the Board of Education. This opportunity is only available to high school students.

b. Students shall park only in the areas designated as the student parking areas. No parking is permitted in the traffic lanes. The speed limit on school property is 10 MPH.

c. Students may not return to their vehicles during the regular school session without permission of the office.

- d. Middle School students are not permitted to have motor vehicles on school property.
- e. High School student drivers may only drive on the school of attendance grounds during school hours unless on some official school or family business.

6523.1 Students Habitually Absent - Loss of Driving Privileges

When the superintendent of the local school district receives information that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days in any term or semester the following procedure will apply:

a. The local superintendent will notify, in writing, the student and his parent, guardian or custodian and state that information regarding the student's absences has been provided to the local superintendent, and as a result of that information, the student's driving privileges will be denied. Such notification will also state that the student and his parent, guardian, or custodian may appear before the local superintendent or designee to challenge the information provided to the local superintendent.

b. The notice from the local superintendent to the student must include the scheduled time, place, and date of the hearing, which must be scheduled between three and five days after the notification is given. An extension may be granted by the local superintendent upon the request of the student, parent, guardian or custodian. The superintendent must then notify the student, and the parent, guardian or custodian of the new hearing time, place, and date.

c. At the hearing before the local superintendent or designee, the student will have an opportunity to present evidence that he has not been habitually absent without legitimate excuse. Ohio law defines "legitimate excuses" for absence from school to include, but not be limited to:

- 1) enrollment in another school or school district in Ohio or another state
- 2) possession of an age and schooling certificate
- 3) a bodily or mental condition that prohibits attendance under O.R.C. 3321.04, or
- 4) participation in a home instruction program under O.R.C.. 3321.04.

d. If a habitually absent student does not appear at a hearing before the local superintendent or designee, or if designee that the absences were legitimate, the local superintendent must notify the county superintendent who will notify the registrar of motor vehicles and the juvenile judge of the county. Such notification must be given to the registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences, or, if a hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U. S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges will remain in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he resides.

6523.3 Substance Abuse - Loss of Driving Privileges

A student will not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, dangerous drug, narcotic or any substance that causes physical or mental change.

Whenever a student is suspended or expelled from school in accordance with O.R.C.. 3313.66 for possession of alcohol and/or drugs the superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the superintendent notifies the registrar that the student has satisfied any conditions established by the superintendent. Notification to the registrar of motor vehicles and the county judge must comply with O.R.C.. 3319.321 and with the U. S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in which he resides.

6523.4 Tobacco Use by Students

Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this District; therefore, the Board prohibits the smoking, use or possession of tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff and any other forms of tobacco by any student in any area under the control of the District or at any activity supervised by any school within the District.

Violations of this policy will result in disciplinary measures covered in the student conduct code.

6524 Disruptive Conduct - Pupils whose conduct distracts from or disrupts a positive learning environment are subject to a 24 hour removal from the classroom by the teacher with permission of the Principal. The student may also be subject to the suspension process (6571).

6524.01 Language - the use of profane, threatening or indecent language is prohibited.

6524.02 Student use or possession of smoking paraphernalia is prohibited. All types of tobacco use are prohibited. Confiscation of tobacco and smoking materials may take place.

6524.03 Pupil conduct in classes and study periods shall be such as to promote a positive learning environment.

6524.04 Hazing shall not be permitted under any conditions. Hazing is any act or coercion of another into an act that causes or creates a substantial risk of causing mental or physical harm to any person.

6524.05 Gambling is not permitted.

6524.06 Theft - A student shall not cause or attempt to take into possession the Public property or equipment of the school district or the property of another student, teacher, visitor

or employee of the school district. Full restitution is expected.

6524.07 Insubordination - A student shall not disregard, or refuse to obey reasonable directions given by personnel, nor lie when questioned. This includes refusal to leave a class, stay in an location, or report to the office when directed by a staff member.

6524.08 Forgery - A student shall not verbally or in writing use the name of another person, or falsify times, dates, grades, addresses, or other data or correspondence directed either to the school or school personnel.

6524.09 Cheating - A student shall not copy or declare the work of others to be his own, nor shall a student interfere with the integrity of a testing situation or the integrity of an assignment.

6524.10 Obscene/Objectionable Materials Policy - A student shall not have in their possession, or disseminate to another, materials (written, printed, pictorial, video, digital, etc.) that are of an obscene or objectionable nature. Obscene is defined as being offensive to prevailing standards in the adult community with respect to what is suitable for juveniles. Objectionable materials are any materials that are deemed inappropriate for a school and that causes or could cause a distraction or disruption to the educational environment.

6524.11 Falsification - A student shall not falsify or be untruthful on written or with verbal communication.

6525. Dangerous Conduct - Pupils whose conduct may be dangerous to themselves or to others are subject to emergency removal under the due process clause (6575). The Principal may also begin the suspension procedure (6571) for the violations, and may also recommend that the Superintendent begin the expulsion procedures (6573).

Violations are:

6525.1 Students shall not intimidate, threaten, degrade, physically assault or exhibit disgraceful acts, including sexual, racial, ethnic or any other form of harassment or any discrimination, towards any board employee, fellow student or visitor by written, verbal or gestural means.

No student shall be involved in the use of insulting, degrading or ridiculing language toward other persons on school property or at school functions. Such slurs may come through the use of the written word, verbal statements, aggressive actions, symbols or other forms of communication. The school district will protect the rights of all persons regardless of race, religion, sex, economic status, national origin, age or handicap. Students who feel they have been the victim of an intimidating or harassing act should report it to their guidance counselor immediately.

6525.2 Students shall not be under the influence of, have the odor of, nor have in their possession:

- Alcoholic beverages
- Unprescribed or illegal drugs
- Volatile or intoxicating substances
- Counterfeit drugs
- Deadly or dangerous weapons
- Fireworks or any explosive device
- Smoke Bombs

6525.3 No student shall actively participate in a fight or altercation.

6526. Bus Conduct - Conduct on buses shall be similar to classroom conduct except that reasonable talking is permissible. Refusal to submit to the authority vested in the bus driver may be grounds for refusing the student transportation. It is the responsibility of the parent to have their child in legal attendance at school.

6527. Property Damage - Damage to or loss of textbooks, library books, materials or equipment, other than reasonable wear from use, will be paid for by the person involved with care of such items.

All repairs and/or replacements to damaged buildings, buses and equipment necessary due to intentional or neglectful destructiveness shall be paid for by the person(s) involved.

All pupil records and reports shall be withheld until all such obligations are satisfactorily met.

6528. Habitual or multiple offenders - of any portion of the school conduct code may be subject to emergency removal, suspension and/or expulsion.

6529. **GANG RELATED ACTIVITY**

Because the presence of gangs and gang-related activities can cause a substantial disruption of, or material interference with, the learning process and other school activities by arousing fear, alarm, resentment, anger, hostility or violence, thereby creating an intimidating, threatening or distracting school environment, and

Because the presence of gangs and gang related activities in the schools and school sponsored activities has a substantial impact on the Board's ability to provide for the safety and welfare of students, staff and visitors, and

Because existing policies prohibit students from engaging in conduct or speech which is disruptive, intimidating or threatening, and

Because the Board of Education has determined that more detailed policies are necessary to clarify that disruptive activities on the part of any student, including gang members, will not be tolerated, the Board of Education hereby acts to prohibit disruptive, threatening and intimidating gang related conduct as follows:

DEFINITIONS:

A "gang" is defined as any group of two or more persons whose purposes include the commission of illegal acts or which supports the commission of illegal acts by its members.

A "school sponsored activity" includes any activity in which the Board may be legally liable for the safety and welfare of those participating or attending, including, but not limited to, interscholastic or intramural athletic events, school social events such as dances and proms, theater productions and variety shows, vocal and instrumental competitions and any other interscholastic competitions, club meetings, club activities, class trips, field trips and any other event sponsored, approved, organized or paid for, in whole or in part, by the Northeastern Local Schools.

PROHIBITED ACTIVITY:

1. No student on, or about, school property or at any school sponsored activity shall wear, possess, use, distribute, display or sell any clothing, medallions or other jewelry, emblem, badge, patch, symbol, insignia, sign, tattoo (whether permanent or temporary), scar or mark, haircut, or other things which identify a gang or which are evidence of membership or affiliation in any gang or which otherwise disrupts the academic process.

Any student who wears, possesses or displays any article in violation of this section of the policy may be immediately ejected from school grounds or school activities until such time as the offensive article is removed or disposed of or until the tattoo, scar, or other mark is removed or appropriately covered with clothing or otherwise so as not to be visible. The parent may be required to accompany his/her child to return to school. Students who fail to return to school the next school day will be suspended. Students who distribute or sell any article prohibited by this section shall be suspended. Repeated violations of any part of this section will result in further suspension or expulsion.

2. No student on, or about, school property or at any school sponsored activity shall engage in conduct, or use any speech, whether verbal or non-verbal (gestures, hand signals, hand shakes, etc.,) showing membership or affiliation in a gang when such conduct or speech is intended to cause disruption or when one knows or has reason to know that such conduct or speech arouses fear, alarm, resentment, anger, hostility or violence.

Any student who violates this section of the policy shall be immediately ejected from the school or school-sponsored activity. The parent may be required to accompany his/her child to return to school. Students who fail to return to school the next school day will be suspended. Repeated violations of this section shall result in immediate suspension or expulsion.

3. No student on, or about, school property or at any school-sponsored activity shall use any speech or commit any act or omission which is disruptive, intimidating or threatening or which tends to arouse fear, alarm, resentment, anger, hostility or violence, including, but not limited to, the following gang related activities:
 - a. soliciting or recruiting others for membership in any gang or soliciting others for participation in gang activities;
 - b. requesting any person to pay for protection or intimidating or threatening any person;
 - c. assaulting any student or school employee or visitor (whether during school or school sponsored activity or on the way to or from school or school sponsored activity) or inciting others to act with physical violence;
 - d. disrupting or copying any gang related material on school property or at school sponsored activities;
 - e. marching, congregating, massing together with the intent to disrupt or intimidate or when one has reason to believe that such conduct will arouse fear, alarm, resentment, anger, hostility or violence. Such meetings or congregations are contrary to the purposes of the educational institution and will be considered trespassing. Trespassers will be prosecuted;
 - f. placing any gang related graffiti on the school or school property or on the property of others during school sponsored activities;
 - g. committing any other illegal act or other violation of school district policies.

Students who violate any of the provisions of this section of the policy will be subject to disciplinary action up to and including suspension or expulsion. Repeated violations will result in expulsion. Furthermore, students will be prosecuted to the fullest extent of the law for any criminal conduct, including but not limited to, any trespassing, vandalism or assault in violation of this section.

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES:

Any student who violates this policy will be barred from representing the school as a member of an athletic team or as a participant in any extracurricular or co-curricular activities for up to ninety school days following the violation.

SEPARABILITY:

In the event that any portion of this policy is found to be in violation of **FEDERAL**, **STATE** or **LOCAL** law, or otherwise unenforceable, the remainder of the policy shall continue in full force and effect. Legal Reference: ORC 3313.66

6530. Student Conduct Code-Definition

6531. Isolated Learning Placement - At the discretion of the Principal or designee, a student may be assigned to an isolated learning placement. Students will be assigned course work by their individual teachers. These assignments will be graded, evaluated and included in the student's average quarterly grade. Violation of ILP rules will result in further disciplinary action.
6532. Suspension - is a removal from school of a student for ten days or less. Section 3313.66 of the Ohio Revised Code permits a Superintendent or Principal to suspend a pupil. In the absence of the principal, the assistant principal shall serve as acting principal.
6533. Expulsion - is any removal of a Student from school for more than ten days. Only the Superintendent may expel a student. A pupil may be expelled up to 80 school days, except for bomb threats and/or weapons may result in an expulsion of up to 180 days.
6534. Emergency removal - Section 3313.66 of the Ohio Revised Code provides that pupils may be immediately removed from curricular or extra-curricular activities, or from school premises, if a pupil's presence "poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process whether within a classroom or elsewhere on the school premises."
6535. Physical Restraint - Section 3319.41 of the Ohio Revised Code provides that teachers, or administrators or other district employees, may apply reasonable force or physical restraint to pupils if such is necessary to preserve discipline in a pupil.
6536. Student Due Process - Due process is a course of legal proceeding in accordance with the rules established for the protection of individual rights.

6540. Administrative Obligations

School Personnel are responsible for maintaining a positive learning environment. While certain student behaviors are encouraged as being appropriate for learning, other student behaviors are inappropriate and will not be permitted. To the extent practical school personnel are asked to take necessary and reasonable steps to determine why students behave in inappropriate ways, and to support student growth toward appropriate behaviors.

6541. Intervention Teams may meet to explore with other interested professionals, ways to modify instructional techniques in order to increase student achievement. The team may also request further outside professional physical, psychological, or emotional evaluation.
6542. The Intervention Team shall be composed of professional staff members who might be helpful. Appropriate members could include: Principal or designee, classroom teacher, guidance counselor, I.M.C. director, county curriculum supervisors, speech and hearing therapist, nurse and tutor.

6543. If student behavior has been such as to warrant the suspension process, the suspension may be reduced if students/parents demonstrate willingness to cooperate by participation and follow-through of the professional evaluation.

6570. Due Process

Due Process procedures are to be followed in all cases of student disciplinary action. The purpose is to assure the rights, privileges and responsibilities of all students and their parents. Students eighteen (18) years of age or older will assume all responsibilities of an adult and will be responsible for their actions. All appeal hearings shall be recorded.

6571. Suspension - any district certificated administrator may suspend a student.

6572. Step Analysis for Suspension

6572.1 Principal or Superintendent is to give written notice of intention to suspend to the student.

6572.2 Provide pupil an opportunity for an informal hearing. This should be immediate and before the Principal, Director, or Superintendent.

a. If the intended suspension involves a student for whom an IEP is active, it must be determined if the misconduct is handicap-related. A reasonable alternative placement may also be considered.

6572.3 From the informal hearing the decision to suspend or not to suspend is to be made.

6572.4 If the decision is to suspend, within 24 hours a letter of notification to suspend will be sent to the parents, the Superintendent and the Treasurer of the Board of Education.

6572.5 Suspension letter will include:

- a. The student who has been suspended.
- b. Reason for suspension.
- c. The right to appeal within 72 hours to the Board of Education's designee.
- d. The right to representation at the appeal hearing before the designee of the Board of Education.

6572.6 Suspension appeals shall be heard by the designee of the Board of Education (Superintendent and central office administrators)

6573. Expulsion - Only the Superintendent may expel.

6574. Step Analysis for Expulsion

6574.1 Give student and parent written notice of intention to expel.

6574.2 Expulsion intent notice will include:

- a. Reasons
- b. Notification to appear for hearing giving time and place
- c. Time shall not be earlier than three (3) not later than five (5) days.
- d. Superintendent may grant an extension of time for hearing.

6574.3 The pupil and parent, guardian, custodian or representative will be provided an opportunity to appear before the Superintendent or his designate to challenge the reasons.

- a. If the intended expulsion involves a student for whom an IEP is active, it must be determined if the misconduct is handicap-related. A reasonable alternative placement may also be considered.

6574.4 Superintendent makes decision to expel or not to expel.

6574.4 If the decision is to expel, within 24 hours the Superintendent will send a letter of notification to expel to the parents, the student's Principal and the Treasurer of the Board of Education.

6574.6 Expulsion notice will include:

- a. Reason for expulsion.
- b. The right to appeal to the Board of Education or its designee.
- c. The right to Representation at the appeal hearing before the Board of Education or its designee.
- d. That the appeal hearing may be held in executive session.

6574.7 If the expulsion is appealed, the hearing will be before the Board of Education or its designee in executive session. The designee of the Board of Education shall be the Superintendent.

6575. Emergency Removal - A student posing a danger to persons or property or threat of disrupting the academic process may be removed by the Superintendent, Principal, Assistant Principal and/or Central Office Administrators. A teacher may temporarily remove a student from curricular or extra-curricular activities to the Principal's Office.

6575.1 Steps in Removal of Student from Classroom by Teacher:

- a. Teacher determines whether reasons for emergency removal conform to criteria established by board policy (6542.3).
- b. Principal determines if teacher action complies with board policy.
- c. Teacher submits in writing to Principal reasons for such removal.
- d. When and if the student is reinstated to the curricular and extra-curricular activities under a teacher's supervision by a Principal, or Superintendent, or Assistant Principal, written reasons for such reinstatement may be requested by the teacher.

6575.2 Emergency Removal by Principal or Designee

- a. Principal or Designee determines whether reasons for emergency removal conform to criteria established by board policy.
- b. Written notice of hearing and reasons should be sent as soon as practicable, prior to the hearing.
- c. Hearing must be held within 72 hours.
- d. Hearing shall be held following steps noted in suspension (6571) unless the student may be subject to expulsion. Then use expulsion steps (6573).
- e. All hearings under an emergency removal must be held within 72 hours.

6576. Other Disciplinary Action

Normal disciplinary action could result from such things as: excessive talking, repeated failure to turn in homework, repeated failure to follow directives. A teacher may remove a student from class for corrective measures.

6576.1 Steps in Disciplinary Action

- a. A student may be sent to the Principal or Assistant Principal for corrective discipline and returned to class without any notice to parent or guardian.
- b. No hearing or notice is required.
- c. Determine if student is subject to suspension or expulsion or emergency removal.

6580. Substance or Alcohol Abuse

The Northeastern Local School District recognizes that chemical abuse by students is a cultural phenomenon that can best be addressed by cooperative efforts of the schools, parents/guardians and the community. Because of the special effect of chemical abuse on student behavior and/or student ability to fully benefit from learning opportunities the district has established the following procedures.

6581. First Offense

1. The Principal may suspend the student for ten (10) days and recommend for expulsion in compliance with the student discipline code.
2. In the event a violation of law has occurred, the Principal may notify the law enforcement agency.
3. The Principal will notify the designated Intervention Team members for a conference.
 - a. The Intervention Team in conference with the student and/or parents will strongly recommend that the student seek professional evaluation at a recognized chemical dependency evaluation agency and make the appropriate referral. Northeastern Local Schools believe that early intervention in the potential disease process means less destruction for the student and a greater likelihood of recovery.
 - b. The Intervention Referral Team will establish and maintain timely communications with the evaluation agency to determine if the evaluation occurs and the student/parents follow the recommendations of the agency.
4. If the students/parents have the professional evaluation and follow the recommendations of the evaluation agency, the ten (10) days suspension may be reduced. However, if the student/parents do not have the evaluation or follow the recommendations of the agency, the ten (10) day suspension will be reinstated.

6582. Second Offense

1. The Principal will suspend the student for ten (10) days and recommend to the Superintendent of Schools that the student be expelled in compliance with the student discipline code.
2. In the event a violation of law has occurred, the Principal will notify the law enforcement agency.
3. The Principal will notify the designated Intervention Team Member. The Intervention Team, in conference with the student and/or parents, will refer the student/parents to a recognized chemical dependency evaluation agency and maintain an on-going communication with the chemical dependency agency.
4. Based upon communication from the chemical dependency agency that the student/parents are following a recommended recovery program, the Principal will request that the Superintendent of Schools hold the expulsion in abeyance pending the student's expected recovery.

In the event the student/parents fail to comply with the chemical dependency agency's recommended program, the Principal will so notify the Superintendent of Schools and expulsion procedures will be implemented.

6583. Third Offense

1. The Principal will suspend the student for ten (10) days and recommend to the Superintendent of Schools that the student be expelled in compliance with the student discipline code.
2. The Superintendent will initiate expulsion procedures.
3. In the event a violation of law has occurred, the Principal will notify the law enforcement agency.
4. The Principal will notify the designated Intervention Team.

The Team will assist, if requested to do so by student/parents, by referring the student/parents to a recognized chemical dependency agency.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or is serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) and the behavior 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(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary

action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, an act of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Students who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. These complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When a student making an informal complaint has requested anonymity, the investigation

of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site. The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

NORTHEASTERN LOCAL SCHOOL DISTRICT

Internet Access and General Computer Usage Permission Form

We are pleased to offer students access to the school district's computer networks including access to the Internet. To participate in this resource all students under the age of 18 must obtain parental permission and must sign and return this form to the Principal. Students 18 and older may sign their own forms.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Users should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While our intent is to further educational goals and objectives via responsible resources located on the Internet, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Computer and Network Rules

The computer and the network are provided for students to conduct research. In using them students are expected to behave responsibly and maturely just as they would in any other school activity. General school rules apply. All rules and policies apply for use of the network whether from school or elsewhere (home). Access to computers is a privilege that will be removed from students who use it irresponsibly.

It is presumed that users will honor the agreements they have signed. Beyond the clarification of such standards and expectations by school staff, the ultimate responsibility for use of the network remains with the student.

Users should not expect that E-Mail and files stored on district servers will remain private. Network administrators and other school staff may review files and communications to maintain system integrity, to review student progress, and to insure that the system is being used responsibly.

The following "behaviors" are specifically prohibited:

- Sending or displaying offensive messages or pictures;
- Using Obscene language;
- Harassing, insulting, or threatening others;
- Damaging computers, computer systems, or computer networks;
- Importing or placing in the system "viruses" or other destructive programs;
- Violating copyright laws;
- Plagiarism;
- Using another's password;
- Trespassing in another's folders, work, or files;
- Intentionally wasting limited resources;
- Employing the network for commercial purposes;
- Entering a "chat room" that is not expressly academically educational.

Violations may result in a loss of access as well as other disciplinary or legal action.

Policy on the Possession and Use of Cellular Telephones and Other Electronic Communication Devices By Students

A student may possess a cellular telephone or other electronic communication device (ECD) in school, on school property, at school activities and at school-related functions, provided that during school hours and while on school vehicles the cellular telephone or other ECD remains off and is not visible, unless otherwise approved by the building administrator.

The use of cell phones and other ECDs in locker rooms or restrooms is strictly prohibited at ANY time. Cell phones or ECDs observed visible in a locker room or restroom shall be confiscated immediately.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

During regular school hours, students are not to use their cellular telephones or other ECDs as per this policy, unless approved by the building administrator. If students need to make emergency calls during regular school hours they are to seek permission from a staff member and ask permission to use the office telephones. Violation of this section of the policy may result in confiscation of the cellular telephone or ECD and disciplinary action.

Any student who uses their Cellular telephone or other ECD to transmit pictures or information (text messaging) during the regular school day will be subjected to disciplinary measures and the cellular telephone or other ECD will be confiscated. Appropriate law enforcement officers will be contacted if there is any indication that there has been an infraction of the law.

The student who possesses a cellular telephone or ECD shall assume responsibility for its care. At no time shall the District, or its employees, be responsible for preventing theft, loss or damage to cellular telephones or ECD brought onto its property.

Violations of this policy may result in disciplinary action against the student, which may result in the confiscation of the cellular telephone or ECD and other disciplinary measures.

General guidelines (may differ depending upon the circumstances involved)

1st violation - Cellular telephone or ECD confiscated and returned to student or parent

2nd violation – Cellular telephone or ECD confiscated and returned to parent

3rd violation – Cellular telephone or ECD confiscated until the end of the school year