

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



**TOGETHER -**  
**Preparing every student for future success**

Board of Education  
541 West 34<sup>th</sup> Street  
Ashtabula, OH 44004

Telephone: (440) 992-1200  
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Web Site: [www.aacs.net](http://www.aacs.net)

# **Ashtabula Area City Schools 2025-2026 School Calendar**

## **1st Quarter**

August 18th - Staff Preparation Day  
August 19th - Staff Convocation Day  
August 22nd - Student's First Day  
September 1st - Labor Day – No School  
October 10th - NEOEA Day - No School  
October 16th - Parent/Teacher Conferences - PreK-12  
October 23rd - Parent/Teacher Conferences - PreK-12  
October 24th - End of the 1<sup>st</sup> Nine Weeks  
October 24th – ½ Day for Students AM/Records Day PM – No School PM

## **2nd Quarter**

November 4th - PD Day - No School  
November 26th - Conference Comp Day – No School  
November 27th-December 1st- Thanksgiving Break – No School  
December 22nd – January 2nd- Winter Break – No School  
January 15th - End of 2nd Nine Weeks

## **3rd Quarter**

January 16th –Records Day – No School  
January 19th - MLK Jr. Day – No School  
February 9th - PD Day - No School  
February 16th - Presidents Day - No School  
February 19th - Parent/Teacher Conferences - PreK-12  
February 26th - Parent/Teacher Conferences -PreK-12  
March 20th - End of 3rd Nine Weeks  
March 20th – ½ Day for Students AM/Records Day PM – No School PM

## **4th Quarter**

March 30th– April 3rd - Spring Break – No School  
April 6th - Conference Comp. Day - No School  
May 5th - PD Day - No School  
May 25th- Memorial Day - No School  
May 28th - Graduation Day  
June 3rd - Last Student Day - End of 4th Nine Weeks - Half Day for Students  
June 4th - Last Staff Day - PD/Records Day - No School

**Should calamity days cause the district to fall under the required number of hours, make-up days will be scheduled as needed following the last day of school.**

## TABLE OF CONTENTS

***\*\* The number next to each section is the relevant Board of Education Policy number that are available on the district website at [aacs.net](http://aacs.net)***

Foreword  
Mission and Vision 2105  
Educational Philosophy 2110  
Equal Education Opportunity 2260  
School Calendar/School Day 8210, 8220  
Student Responsibilities 5200, 5500, 5600, 5611, 5780  
Student Well Being 3213, 4213, 5330, 5341, 5530, 5531  
Injury and Illness 5330, 5340, 8442

### **Section I - General Information**

Enrolling in the School 5111, 5111.01, 5111.03, 5114  
Scheduling and Assignment 5120  
Early Dismissal from School 5230  
Withdrawal/Transfer from School 5130, 8330  
Immunizations 5320  
Emergency Medical Authorization 5341  
Use of Medications 5330  
Non-Prescribed (Over the Counter) Medications 5330  
Control of Casual-Contact Communicable Disease 8450  
Control of Direct Contact Communicable Diseases 8453  
Control of Blood-Borne Pathogens 8453.02  
Students with Disabilities 2460, 2260.01  
Homeless Students 5111.01  
Children and Youth in Foster Care 5111.03  
Protection and Privacy of Student Records 8330  
Student Fees and Charges 6152, 6152.01  
Student Fundraising 5830  
Meal Service 8500, 8531, 8510, AG 8500D  
Safety and Security 7440, 9150  
Fire, Tornado, and Safety Drills 8420  
Emergency Closings and Delays 8220  
Virtual Education Delivery 8210  
Preparedness for Toxic and Asbestos Hazards 8431  
Visitors 7440, 9150  
Use of the Library 7510  
Use of School Equipment and Facilities 7510, 7530  
Restrooms, Locker Rooms, Shower Rooms, and Changing Rooms 7421  
Lost and Found  
Use of Office Telephones 5136  
Use of Personal Communication Devices 5136  
Advertising/Outside Activities 5722, 9700, 9700.01

## TABLE OF CONTENTS

### **Section II - Academics**

Course Offerings 5460  
Field Trips 2340  
Grades (Grade Point Average, Grading Periods) 5421  
Promotion, Acceleration, and Retention 5409, 5410  
Graduation Requirements 5460  
Diploma Deferral 5460.01  
Students at Risk of Not Qualifying for a High School Diploma 5460.02  
Early Graduation 5464  
Educational Options 2370  
College Credit Plus Program 2271  
Career Advising Program 2413  
Recognition of Student Achievement 5451  
Homework 2330  
Child Sexual Abuse Prevention and Sexual Violence Prevention 8462  
Student Technology Acceptable Use and Safety 7540, 7540.03, 7544  
Transmission of Records and Other Communications 8310, AG 8310D  
Student Assessment 2623  
Public School Choice Options 5113.02

### **Section III - Student Activities**

School-Sponsored Clubs and Activities 2430, 5840  
Non School-Sponsored Clubs and Activities  
Athletics 2431  
Academic Eligibility 2430, 2431  
Student Employment  
Student Attendance at School Events 5850  
Student Precinct Workers 5725

### **Section IV - Student Conduct**

Attendance 5200  
School Attendance Policy 5200  
Homebound Instruction 2412  
Released Time for Religious Instruction 5223  
Code of Conduct 5500  
Dress and Grooming 5511  
Gangs 5840  
Care of Property 5513, 6152  
Bullying, Harassment, and Intimidation 5517.01  
Protection of Individual Beliefs 2265  
Title IX Notice and Statement of Nondiscrimination 2266  
Zero Tolerance 5600  
Student Discipline Code 3217, 5500, 5516, 5517, 5600, 5610, 5610.01  
Discipline 5610, 5610.01- .05  
Due Process Rights 5611

Suspension, Emergency Removal, Expulsion, Permanent Exclusion 5610  
Discipline of Students with Disabilities 5605  
Suspension of Bus Riding/Transportation Privileges 5610.04  
Search and Seizure 5771  
Interrogation of Students 5540  
Student Rights of Expression 5722

## **Section V - Transportation**

Bus Transportation to School 8600  
Conduct on School Vehicles 5500  
Video Surveillance and Electronic Monitoring 7440.01, 8600  
Penalties for Infractions 5610, 5610.04  
Transportation of Students by Private Vehicle 8660  
Self-Transportation to School 5515  
Use of Motor Vehicles 5515

<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was published. If you have questions or would like more information about a specific issue or document, contact your school Principal.
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**STUDENT/PARENT HANDBOOK**  
**for the**  
**ASHTABULA AREA CITY SCHOOL DISTRICT**

Welcome to the Ashtabula Area City Schools. The Administrative Team is pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents/Guardians are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the Principal of your building.

**Superintendent of Schools**

Lisa Newsome

6620 Sanborn Road

Ashtabula, OH 44004

[lisa.newsome@aacs.net](mailto:lisa.newsome@aacs.net) (440) 992-1202

**Lakeside High School (10th-12th)**

2300 Wade Ave.

Ashtabula, OH 44004

(440) 993-2522 - Main Office

Douglas Wetherholt, Principal [douglas.weatherholt@aacs.net](mailto:douglas.weatherholt@aacs.net) (440) 993-2525

**Lakeside High School (9th)**

1464 West 6<sup>th</sup> Street

Ashtabula, OH 44004

(440) 993-2522 - Main Office

Douglas Wetherholt, Principal [douglas.weatherholt@aacs.net](mailto:douglas.weatherholt@aacs.net) (440) 993-2525

**Lakeside Junior High School (7th & 8th)**

6620 Sanborn Road

Ashtabula, OH 44004

(440) 993-2619 - Main Office

John Pinto, Principal [john.pinto@aacs.net](mailto:john.pinto@aacs.net) (440) 993-2618

**Erie Intermediate School (5th & 6th)**

2306 Wade Avenue

Ashtabula, OH 44004

(440) 992-1260 - Main Office

Julie Taylor, Principal

[julie.taylor@acs.net](mailto:julie.taylor@acs.net)

(440) 992-1261

**Superior Intermediate School (3rd & 4th)**

2308 Wade Avenue

Ashtabula, OH 44004

(440) 992-1270 - Main Office

Michele Boiarski, Principal

[michele.boiarski@acs.net](mailto:michele.boiarski@acs.net)

(440) 992-1271

**Ontario Primary School (2<sup>nd</sup> & Pre-K)**

2302 Wade Avenue

Ashtabula, OH 44004

(440) 992-1240 - Main Office

Julie Farina, Principal

[julie.farina@acs.net](mailto:julie.farina@acs.net)

(440) 992-1241

**Michigan Primary School (K-1st)**

2304 Wade Avenue

Ashtabula, OH 44004

(440) 992-1250 - Main Office

Seth Hartmann, Principal

[seth.hartmann@acs.net](mailto:seth.hartmann@acs.net)

(440) 992-1251

## **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parent to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the School Principal.

This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the status of the Board's policies and the School's rules as of July 2025. If any of the policies or administrative guidelines referenced herein are revised after July 2025, the language in the most current policy or administrative guideline prevails.

Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website.

## **MISSION AND VISION**

Mission:

TOGETHER ~ Preparing every student for future success.

Vision:

AACS will be a distinguished, diverse community that prides itself on using teamwork to support students as they realize their potential to achieve success.

## **EDUCATIONAL PHILOSOPHY**

It is the belief of the Ashtabula Area City Schools that the welfare and progress of each student undergirds and defines the total thrust of all educational activities. The basic intent is to direct staff and program toward the optimum development of each student.

It is our philosophy to prepare students for successful living in a changing society. The educational program should offer the opportunities for each student to nurture personal capabilities to the fullest, to recognize individual needs, to achieve optimum level, and to become a contributing citizen by accepting responsibility to self and others.

The total educational program requires cooperation and communication among school, home and community.



## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within District boundaries, or social or economic background. (See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity)

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes ) while at school or a school activity should immediately contact the School District’s Compliance Officer(s):

Julie Fulton  
Assistant Superintendent/Director of Student Services  
440-992-1204

6620 Sanborn Road  
Ashtabula, Ohio 44004

[julie.fulton@aacs.net](mailto:julie.fulton@aacs.net)

Complaints will be investigated in accordance with the procedures described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## SCHOOL DAY

### Building Start and End Times 2025 - 2026 School Year

Building	Student Drop Off	Start Time	End Time
Lakeside High School 10th-12th	6:55	7:15	2:05
Lakeside High School 9th	6:45	7:00	1:45
Lakeside Junior High School	7:10	7:25	2:15
Erie Intermediate 5 <sup>th</sup> & 6 <sup>th</sup> Grades	8:55	9:15	4:00
Superior Intermediate 3 <sup>rd</sup> & 4 <sup>th</sup> Grades	8:55	9:15	4:00
Ontario Primary 2 <sup>nd</sup> Grade	7:55	8:15	3:00
Michigan Primary Kindergarten & 1 <sup>st</sup> Grade	7:55	8:15	3:00
Ontario Pre-K Preschool - AM	8:15	8:30	11:15
Preschool - PM	12:30	12:30	3:15

\*\*\* Please note that school buses depart approximately 5-7 minutes after school ends.

## **STUDENT RIGHTS RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of the student's behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from a Principal.

A. Adult students (age eighteen (18) or older) must follow all school rules.

B. If residing at home, adult students should include their parents in their educational program.

## **STUDENTS' WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents/guardians.

A student who becomes ill during the school day should request permission to go to the office. An appropriate District staff member in the office will determine whether the student should remain in school or go home. No minor student will be released from school without proper parental permission.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside.

- A. Unless enrolling under the District's open enrollment policy.
- B. Unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of residency
- D. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school's Administrative Assistant or Central Registration will assist in obtaining the transcript, if not presented at the time of enrollment.

Students enrolling in the District following any period of home education will be placed in the appropriate grade level, without discrimination or prejudice.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison Homeless Children with regard to enrollment procedures.

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. An updated copy of the student's transcript;
- B. A report of the student's behavior while in DHS custody;
- C. The student's current IEP, if one has been developed for the child; and
- D. A summary of the instructional record of the child's behavior.

## **SCHEDULING AND ASSIGNMENT**

### **Elementary Level**

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

### **Secondary Level**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school Guidance Office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

## **EARLY DISMISSAL FROM SCHOOL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

## **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of their parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if they are under the age of eighteen (18).

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within five (5) days of the parents' notice or request, except as permitted by law. (See Board Policy 8330 – Student Records)

## **IMMUNIZATIONS**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the District requires all students to be immunized (or in the process of being immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus, mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board further requires that students enrolled in grades seven (7) through twelve (12) be immunized against meningococcal disease. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to a School Nurse or the Director of Special Education/Student Services.

## EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided through Final Forms at the time of enrollment and at the beginning of each school year.

### USE OF MEDICATIONS

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
  - 1. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
  - 2. If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **Nonprescribed (Over-the-Counter) Medications**

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

By written notice, parents may also authorize that their child:

- A. May self-administer non-prescribed medication.
- B. May keep non-prescribed medication in their possession.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student **will be brought to the School office while the student's parents are contacted for authorization.** The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student's physician, and if the student is a minor, the written approval of the student's parent or guardian (Form 5330 F5 – Authorization for the Possession and Use of Seizure Medications). Copies of the written approvals must be provided to the Principal and any school nurse assigned to the building.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event.

- A. Provided the student has submitted prior written approval of the student's parent/guardian to the Principal.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.



## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

## **CONTROL OF DIRECT CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from direct contact communicable diseases. When a direct contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Direct contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **CONTROL OF BLOOD-BORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations including, but not limited to, the following:

- ( ) Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- ( ) Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- ( ) Participating in extra-curricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, the student must immediately notify their teacher, who will contact the Building Principal and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 - Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV by either the student's physician or an emergency room/hospital facility. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

- A. The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with the student's physician or an emergency room/hospital facility.

- A. The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.
- B. The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented because of the exposure.

### **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but also to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities
- B. has a record of such an impairment
- C. is regarded as having such an impairment

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the student is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent/Guardian involvement in this procedure is important and required by Federal (IDEIA), A.D.A.

Section 504) and State law. Contact the Special Education/Student Services office at (440) 992-1204 to inquire about evaluation procedures, programs, and services.

The District is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the liaison for Homeless Students at (440) 992-1204.

### **CHILDREN AND YOUTH IN FOSTER CARE**

Students, who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information, see Board Policy 5111.03 - Children and Youth in Foster Care.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

The Board designates as student directory information: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; and/or awards received. See Board Policy 8330 Student Records.

Directory information can be provided upon request to any individual, even without the written consent of a parent/guardian. Parents/Guardians may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice, which can be found in the Main Office.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents/guardians, or the adult student, as well as those individuals who have matriculated and enrolled in a postsecondary educational institution at any age. The Board will provide access or release directory information to Armed Forces Recruiters unless the parent/guardian or student requests that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents/guardians have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent/guardian. To review student records please provide a written notice identifying requested student records to the building Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents/Guardians and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent/guardian or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents/guardians;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents/guardians;
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

Consistent with the PPRA and Board policy, parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building Principal to inspect such materials.

Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period after the request is received by the Principal.

The Superintendent will notify parents/guardians of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that

information to others for that purpose), and

- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents/Guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **STUDENT FEES AND CHARGES**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Ashtabula Area City Schools may charge fees for some activities and materials used in the course of instruction:

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees or charges may result in the withholding of grades and credits.

## **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fundraisers:

- A. Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- B. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- C. Students may not participate in a fundraising activity for a group in which they are not members without the approval of the students' counselor.
- D. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.

E. Students may not engage in house-to-house canvassing for any fundraising activity.

F. Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

### **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the Building Principal.

The School participates in the National School Lunch Program and makes lunches available to students at no charge. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All exterior doors are to be locked during the school day. Portions of the building that will not be needed after the regular school days are closed off.
- F. Students in grades 7-12 are required to carry identification cards with them at all times in school or on school property.
- G. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

Staff, students, and visitors who intentionally circumvent, interfere with, or disable security measures, systems, and/or devices may be subject to discipline, up to and including termination of employment for an employee, suspension or expulsion from work or school for a student, and may also face criminal charges.

## **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in case of fire.

Safety drills will be conducted at least three times per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## **EMERGENCY CLOSING AND DELAYS**

If School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing or delay by notifying the following television stations: **WKYC Channel 3, WOIO 19, Fox 8, News 5**

- A. Information concerning school closings or delays can also be found on the School's web page at [www.aacs.net](http://www.aacs.net).
- B. Parents/Guardians will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays.

## **VIRTUAL EDUCATION DELIVERY**

The School is authorized to enact a plan for a virtual education delivery model in order to make up hours in the school year on which it is necessary to close school due to disease, epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to the school's operation, damage to a school building, or other temporary circumstances due to utility failure rendering the school building unfit for use.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

## **VISITORS**

Visitors, particularly parents/guardians, are welcome at the School. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in, or without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. To check out any materials, students will contact their teacher.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **RESTROOMS, LOCKER ROOMS, SHOWER ROOMS, AND CHANGING ROOMS**

Restrooms, locker rooms, shower rooms, and changing rooms are for the exclusive use of the male or female biological sex of each student in a school building or facility used by the school for a school-sponsored activity.

### **LOST AND FOUND**

The lost and found area is in or near the Main Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **USE OF OFFICE TELEPHONES**

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

- A. Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **USE OF PERSONAL COMMUNICATION DEVICES**

Students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the PCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and concealed and secured in hall lockers (but not locker room lockers) or vehicles.

The use of PCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, bathrooms, and/or swimming pools.



No expectation of confidentiality will exist in the use of PCDs on school premises/property.

Students are prohibited from using a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

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

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but also can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

#### **ADVERTISING/OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

## **SECTION II - ACADEMICS**

### **COURSE OFFERINGS**

Please see the Guidance Counselor for a comprehensive list of all courses offered.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- A. Attendance rules apply to all field trips.
- B. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent/guardian does not give permission for the student to attend.
- C. Students who violate school rules may lose the privilege to go on field trips.

### **GRADES**

The Ashtabula Area City Schools has a standard grading procedure, as well as additional notations that indicate incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school applies the following grading system for grades 7-12:

90 to 100 = A = Excellent achievement

80 to 89 = B = Good achievement

70 to 79 = C = Satisfactory achievement

60 to 69 = D = Minimum-Acceptable achievement

0 to 59 = F = Failure

I = Incomplete

## **Grade Point Average**

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit, courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

## **Grading Periods**

Students will receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

## **PROMOTION, ACCELERATION, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:

- A. completed the course and state-mandated requirements of the presently assigned grade;
- B. in the opinion of the professional staff, the student has achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturity necessary for a successful learning experience in the next grade.

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip;
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s);
- C. potential for success in the accelerated placement based on sufficient proficiency at current level;
- D. social, emotional, and physical maturation necessary for success in an accelerated placement.

Additional information regarding Gifted Education ID/Service Plan is located on the district website

A student may be retained at his/her current grade level based on the following criteria:

- A. in the opinion of the professional staff, failure to achieve the instructional objectives at the current

grade level that are requisite for success at the next grade level;

B. in the opinion of the professional staff, failed to demonstrate proficiency in mathematics and reading;

C. scored below proficient level on any state-mandated test.

A student will be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student shall be promoted to the fourth grade if they attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 – Third Grade Reading Guarantee or in accordance with State law.

No student will be promoted to the ninth grade unless the student has completed a one-year course in American History.

A student will be promoted to the succeeding grade when the student has completed the course and State-mandated requirements at the presently assigned grade.

## **GRADUATION REQUIREMENTS**

### **Regular Diploma**

Typically, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must fulfill the requirements of one (1) graduation pathway that has been approved by State law and this Board and must meet the school requirements for basic course work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

**Students must complete and earn a state minimum of 20 credits in specific subjects. Additionally, they must receive instruction in economics and financial literacy and complete at least two semesters of fine arts.**

### **Diploma Seals**

Students must demonstrate readiness for graduation by earning at least two (2) diploma seals, one (1) of which must include a State-approved seal. For the list of seals and requirements, see Policy 5460 and AG 5460 D.

### **Show Competency**

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once.

After you have taken your tests, there are three additional options to show competency.

### 1. College Credit Plus

Earn college credit in a non-remedial math or English course (for the subject area not passed) to demonstrate competency.

### 2. Career Experience and Technical Skill

Complete two demonstrations to show competency, at least one of which must be a foundational option.

#### ***Foundational:***

- a. Earn a score of proficient or higher on three or more WebXams in a single career pathway;
- b. Earn a 12-point approved industry-recognized credential or group of credentials totaling 12 points in a single career field;
- c. Complete a pre-apprenticeship in the student's chosen career field or, for students ages 18 and older, show evidence of acceptance into an apprenticeship program after high school.

#### ***Supporting:***

- a. Complete a 250-hour work-based learning experience with evidence of positive evaluations;
- b. Earn the workforce readiness score on WorkKey;
- c. Earn the OhioMeansJobs-Readiness Seal.

### 3. Military Readiness

Competency can be achieved by meeting the requirements to enlist in the military, which can be demonstrated by a contract with the military to enlist upon graduation

#### **Ashtabula Area City Schools specific course requirements are:**

English 4 credits

Health .5 credit

Phys. Ed. 5 credit or Physical Education Waiver

Mathematics 4 credits

Science 3 credits

Social Studies 3 credits

Electives 5 credits

Total 20 credits

All students must receive instruction in economics and financial literacy during Grades 9–12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during Grades 9-12, unless the student is exempted from such training due to disability or by written request of the parent/guardian.

Credit will be earned by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content;
- C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

## Honors Diploma

The Ashtabula Area City Schools shall award the Diploma with Honors to any student who has successfully completed the requirements for the six Honors Diploma Options:

- A. successfully completed the high school curriculum (i.e., course, credit and other requirements), or completed the student's individual education program;
- B. attained at least the applicable scores on the achievement tests required by the State Board of Education for graduation;
- C. completed the academic curriculum and met all but one of the criteria:

Criterion	Ohio Diploma	Academic Honors	International Baccalaureate Honors	Career Tech Honors	STEM Honors	Arts Honors	Social Science & Civic Engagement Honors
<b>Math</b>	4 units, must include one unit of algebra II or equivalent	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	5 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content
<b>Science</b>	3 units	4 units, including two units of advanced science	4 units, biology, chemistry, and at least one additional advance science	4 units, including two units of advanced science	5 units, including two units of advanced science	3 units, including one unit of advanced science	3 units, including one unit of advanced science
<b>Social Studies</b>	3 units	4 units	4 units	4 units	3 units	3 units	5 units

<b>World Languages</b>	N/A	3 units of one world language, or no less than 2 units of each of two world languages studied	4 units minimum, no less than 2 units of a single language	2 units of one world language	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied
<b>Fine Arts</b>	2 Semesters	1 unit	1 unit	N/A	1 unit	4 units	1 unit
<b>Electives</b>	5 units	N/A	N/A	4 units of Career Technical courses	2 units with a focus in STEM courses	2 units with a focus in fine arts course work	3 units with a focus in social sciences and/or civics
<b>GPA</b>	N/A	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale
<b>ACT/SAT/WorkKeys</b>	N/A	27 ACT/1280 SAT	27 ACT/1280 SAT	27 ACT/1280 SAT/WorkKeys (6 Reading for Information & 6 Applied Mathematics)	27 ACT/1280 SAT	27 ACT/1280 SAT	27 ACT/1280 SAT

<b>Criterion Continued</b>	<b>Ohio Diploma</b>	<b>Academic Honors</b>	<b>International Baccalaureate Honors</b>	<b>Career Tech Honors</b>	<b>STEM Honors</b>	<b>Arts Honors</b>	<b>Social Science &amp; Civic Engagement Honors</b>
<b>Field Experience</b>	N/A	N/A	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
<b>Portfolio</b>	N/A	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by

			external experts	experts	experts	external experts	external experts
<b>Additional Assessments</b>	N/A	N/A	N/A	Earn an industry recognized credential or achieve proficiency benchmark for appropriate Ohio Career Technical Competency Assessment or equivalent	N/A	N/A	N/A

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met.

### Field Experience Criteria

To fulfill the field experience requirement, a student must complete a learning experience that is relevant to the honors diploma area of focus. Experiential learning involves the application of academic and technical skills and includes lab-based activities, co-ops, simulated workplace, mentorships, internships, pre-apprenticeships, and apprenticeships. Students receive regular supervision during field experience activities as well as documented follow-up.

### Portfolio Criteria

To meet the portfolio criteria, a student must develop a portfolio in the student's honors diploma area of focus. Work completed through credit flexibility may meet the portfolio criteria. The portfolio will contain a combination of the following:

- Introductory letter written by the student describing the work and how it relates to the focus area
- Table of contents
- Career development materials such as a resume, college application, letter (s) of recommendation, employment application
- Documentation of progress
- Work product developed during the experience
- Presentation of the portfolio to the school or local community
- Evaluations



The portfolio must be completed by the student and evaluated by an expert with academic or professional backgrounds related to the student's focus area. Experts may not be employed by the Board and may not be a family member.

A student does not need to complete a field experience to meet the portfolio criteria.

### **EARLY GRADUATION**

Students who wish to apply for early graduation should apply to the high school Principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.



# OHIO'S GRADUATION REQUIREMENTS

## CLASS OF 2023 AND BEYOND

Ohio's long-term graduation requirements take effect for the class of 2023. For students entering ninth grade on or after July 1, 2019, Ohio's new high school graduation requirements provide more flexibility to choose a graduation pathway that builds on a student's strengths and passions – one that ensures students are ready for their next steps after high school. Students in the classes of 2018 through 2022 may also use these requirements as a pathway to graduation.

As a part of this pathway to graduation, students must show that they have completed all three parts of these requirements.

### 1. Credit Requirements:

Students must earn a [minimum total of 20 credits](#) in specified subjects and take your required tests. Schools can locally require more than 20 credits. Schools are still required to administer all the high school end-of-course assessments. These are: English Language Arts II, Algebra I (or Integrated Math I), Geometry (or Integrated Math II), Biology, American History, and American Government.

### 2. Competency:

Students can demonstrate competency by earning a passing score on Ohio's high school Algebra I (or Integrated Math I) and English language arts II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. If students have not met the competency score on these tests, there are four additional ways to show competency.

Option 1	Option 2	Option 3	Option 4	Option 5
Algebra I and ELA II	Career Readiness	College Credit Plus	Military Enlistment	ACT or SAT

Refer to the back of this page for a brief discription of each option.

**Option 1.** To demonstrate competency using Ohio's state tests, students must earn a score of 684 or above on both the Algebra I (or Integrated Math I) and English language arts II end-of-course exams.

**Option 2.** To demonstrate competency by Career Readiness, students must demonstrate two career-focused activities, at least one must be a foundational option.

- Foundational options: 1. Cumulative score of proficient on 3 or more WebXams. 2. Earn 12-points of industry credential. 3. Complete a registered pre-apprenticeship, an apprenticeship, or show evidence of acceptance into an approved apprenticeship. 4. State-issued license for a practice in a vocation.
- Supporting options: 1. Work-Based Learning. 2. Earn the workforce readiness score on the Workkeys. 3. Earn the OhioMeansJobs Readiness Seal

**Option 3.** To demonstrate competency through the College Credit Plus Program, students must earn credit in a non-remedial math or English course for the subject area not passed.

**Option 4.** To demonstrate competency through Military Enlistment, students must provide evidence of enlistment in a branch of the armed forces to demonstrate competency.

**Option 5.** To demonstrate competency using the ACT or SAT, students must obtain a remediation-free score in the math and/or English subject area on the ACT or SAT. To demonstrate competency in English, a student must be remediation-free in the subjects of English and reading on the ACT or SAT.

### 3. Readiness:

Students can meet the readiness requirement by earning two diploma seals. In alignment with their graduation plan, students should be choosing seals that align with their goals and interests. These seals give students the chance to demonstrate academic, technical and professional skills and knowledge that align to their passions, interests and their post-high school pathway.

Of the two seals students are required to earn, at least one of the two must be State-Defined. Ohio's 12 diploma seals are:

- |   |   |
|---|---|
| • OhioMeansJobs Readiness Seal (State-Defined)        | • Honors Diploma Seal (State-Defined)             |
| • Industry-Recognized Credential Seal (State-Defined) | • Seal of Biliteracy (State-Defined)              |
| • College-Ready Seal (State-Defined)                  | • Technology Seal (State-Defined)                 |
| • Military Enlistment Seal (State-Defined)            | • Community Service Seal (Locally-Defined)        |
| • Citizenship Seal (State-Defined)                    | • Fine and Performing Arts Seal (Locally-Defined) |
| • Science Seal (State-Defined)                        | • Student Engagement Seal (Locally-Defined)       |

### Want to learn more?

Contact your school counselor or  
visit [education.ohio.gov/graduation](https://education.ohio.gov/graduation)



## **EDUCATIONAL OPTIONS**

Ashtabula Area City Schools provides an alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals.

A list of the approved Educational Options is available in the Guidance Office.

In order to participate in an Educational Option, the student must first submit an application for approval to the building Principal. Students under the age of 18 may only participate with the written consent of their parents or guardian. Applications are available in the Guidance office. Credit will be granted upon the successful completion of an approved program and will be assigned according to student performance relative to stated objectives of the approved instructional and performance plan and in accordance with District policy and established administrative guidelines.

### **COLLEGE CREDIT PLUS PROGRAM**

Any student in grades 7 through 12 may enroll in a College Credit Plus Program provided she/he meet the requirements established by law and by the participating college or university. A student will be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents/guardians or attendance in counseling services offered with this educational option. Any interested students should contact the Guidance Office to obtain the necessary information. (See Board Policy 2271 – College Credit Plus Program)

### **CAREER ADVISING PROGRAM**

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Board Policy 2413 – Career Advising)

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal of each building.

### **Academic Awards**

Students receive academic recognition quarterly.

### **Athletic Awards**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. Student athletes interested in such awards should consult with the appropriate coach.

### **Special Awards**

Student of the Month awards are announced at the Board of Education meetings.

## **HOMEWORK**

Homework may be assigned as practice or for a grade. In the event that homework will be graded, student grades will reflect the completion of all work. Homework is also part of the student's preparation for the assessment tests and graduation.

## **CHILD SEXUAL ABUSE PREVENTION AND SEXUAL VIOLENCE PREVENTION**

The School will provide appropriate instruction on personal safety and assault prevention to all students in grades K-6, and also will provide developmentally appropriate instruction in child sexual abuse prevention to all students in grades K-6. Instruction for students in grades seven (7) through twelve (12) will include developmentally appropriate instruction in sexual violence prevention education.

The parents/guardians of students who receive instruction related to dating violence prevention and sexual violence prevention will be notified that it is required curriculum, that they may examine the instructional materials upon request, and that a student may be excused from the instruction at the parent's/guardian's written request.

In addition, the District shall provide a program of in-service education for all nurses, teachers, counselors, school psychologists, mental health providers, and administrators who work in the District's elementary, middle, and high schools and any other personnel that the Board determines appropriate. The in-service education program will include school safety, violence prevention including human trafficking content, youth suicide awareness and prevention, prevention of child abuse, substance abuse, promotion of positive youth development, and a review of Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. The program shall include training on child sexual abuse prevention presented by law enforcement officers or prosecutors who have experience in handling cases involving child sexual abuse or child sexual violence. The in-service education provided to middle and high school employees shall include training in the prevention of dating violence.

**(See Board Policy 8462 – Student Abuse and Neglect)**

## **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are



harmful to minors, as defined by the Children's Internet Protection Act. However, this does not guarantee that such materials will be completely blocked. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access, to the extent reasonably possible, to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent/Guardian permission is required for minors. Parents/Guardians are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Board Policy 7540.03 – Student Technology Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

The District provides technologies on a one-to-one basis for students to use for educational purposes. Student use of these technologies including, but not limited to, Chromebooks and iPads are at the discretion of the District and can be revoked at any time for failure to follow the Internet and Acceptable Use and Safety Policy. Any parent or legal guardian has the right to opt-out of their student(s) using the Internet or any type of technological device. Parents/Guardians should note that students would still be required to utilize these technological devices for state mandated tests and other required District operations. The opt-out form can be obtained from a Building Principal.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.

- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or social media accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or weblog;
2. sending emails or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- H. Students are expected to abide by the following generally accepted rules of network etiquette:
  1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
  2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.

4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
  5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
  6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  7. Never agree to get together with someone you "meet" on-line without parent/guardian approval and participation.
  8. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
  9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, Principal, or any available staff member if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- J. All communications and information accessible via the Internet should be assumed private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the Principal. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the Principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the Principal. All such authorized communications must comply with these guidelines.



- N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind; either express or implied that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damages a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents/guardians of students will indemnify and hold the Board harmless from any losses sustained because of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents/guardians have signed a release of claims for damages against the Board.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access personal web-based email accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the District Technology Coordinator. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction related purposes. The following hierarchy will prevail in governing access to the Network:
1. Class work, assigned and supervised by a staff member.
  2. Class work, specifically assigned but independently conducted.
  3. Personal correspondence (checking, composing, and sending email).
  4. Training (use of such programs as keyboarding tutors, etc.)
  5. Personal discovery ("surfing the Internet").
  6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the Principal or District Technology Coordinator.

T. Game playing is not permitted at any time.

## **TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS**

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("email").

Parents/Guardians who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their email address.

## **STUDENT ASSESSMENT**

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up, dates for testing, students should avoid unnecessary absences.

### **FALL TEST WINDOWS 2025**

**Grade 3 English language arts** – We will select five consecutive school days, including makeup, within the Oct. 13 to Oct. 31, 2025 window.

**High school end-of-course tests** – We will select fifteen consecutive school days, including makeup, within the Dec. 1 to Jan. Jan. 16, 2026 window.

### **SPRING TEST WINDOWS 2026**

We will select 15 consecutive school days, including makeup, within each test window.

**English language arts** - March 23 to April 24, 2026

**Mathematics, science and social studies** – March 30 to May 8, 2026

### **SUMMER TEST WINDOWS 2026 (If necessary)**

**High school end-of-course tests** – June 22 to July 3, 2026

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent.

College entrance testing information can be obtained from the Guidance Office.

By June 30<sup>th</sup> of each year, parents will be provided with the score of any State-mandated assessment or test administered to their student. Results will be sent via mail or email or, alternatively, will be posted to a secure portal that families can access on the District or school's website.

## **PUBLIC SCHOOL CHOICE OPTIONS**

If a school within the District has been designated as “persistently dangerous” as defined by State law, students have the right to transfer to another “safe” school in the District. If there is not another “safe” school in the District providing instruction at the students’ grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, the student also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student’s grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student’s grade level.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Ashtabula Area City Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes student groups that are sponsored by a staff member. Please contact the main office of your school to learn about sponsored clubs and activities.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

### **NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non School-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in a fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non district-sponsored organization may use the name of the school or school mascot on any materials or information without express written permission of the Superintendent.

### **ATHLETICS**

Ashtabula Area City Schools provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05 Prohibition from Extra-Curricular Activities.

The list of activities currently being offered is available on the website [www.lakesidedragons.org](http://www.lakesidedragons.org). For further information, contact the Athletic Director, at (440) 993-2522.

### **ACADEMIC ELIGIBILITY**

In order to be eligible for any co-curricular, interscholastic, and non-interscholastic activity, a student

must have maintained at least a 1.5 grade-point average for the grading period prior to the grading period in which s/he wishes to participate unless s/he is enrolled in an Athletic Eligibility Intervention Plan, has a grade point average between 1.0 and 1.49, and adheres to the Athletic Eligibility Intervention Plan Guidelines. Please see Student Athlete Handbook for information.

**Please see Board Policies 2430, 2430.03, 2431**

Students who are educated at home or enrolled in nonpublic schools are eligible to participate in accordance with Policy 9270.

The Board further directs that only those students may participate in the program of interscholastic athletics who have:

- A. maintained a satisfactory academic record;
- B. attended school regularly;
- C. demonstrated good citizenship and responsibility;
- D. returned all school and athletic equipment;
- E. refrained from participation in a contest on an interscholastic team, or as an individual in the same sport during the school's season.

### **STUDENT EMPLOYMENT**

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, s/he must first contact his/her counselor to discuss any legal requirements and to obtain any required documents.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

### **STUDENT PRECINCT WORKERS**

In conjunction with the County Board of Elections, the Board of Education will permit high school students to apply and, if appointed by the Board of Election, to serve as precinct officers at a primary, special, or general election.

To be eligible, a student shall be:

- A. a United States citizen;
- B. a resident of the county;

C. at least seventeen (17) years of age;

D. enrolled in the senior year of high school.

As part of the application process, the student shall declare his/her political party affiliation with the Board of Election. Any student selected shall be excused from school on the day of an election at which the student is serving as a precinct officer.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200 Attendance).

- A. Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is her/his dependability in coming to work every day on time. This is a habit the school wants to help students develop as early as possible.

#### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy-two (72) or more hours in 1 school year.

If a student is habitually truant and the student's parent/guardian fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. Habitual truancy can also result in:

- A. assigning the student to a truancy intervention program;
- B. providing counseling to the student;
- C. requesting or requiring the student's parent/guardian to attend a parental involvement program;
- D. notifying the Registrar of Motor Vehicles of the student's absences;
- E. taking appropriate legal action;
- F. assignment to an alternative school.

## Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty
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- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- I. such good cause as may be acceptable to the Superintendent
- J. medically necessary leave for a pregnant student in accordance with Policy 5751
- K. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
- L. college visitation

Note: The District requires verification of the date and time of the visitation by the college, university, or technical college.

- M. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- N. absences due to a student being homeless



## **Notification of Absence**

If a student will be absent, the parents/guardians must notify the main office at your child's School by the start of the school day and provide an explanation. If prior contact is not possible, the parents/guardians should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents/guardians of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

An automated phone call will be sent out to parent/guardian within two hours of the start of your child's school day.

## **Homebound Instruction**

The school may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Director of Special Education/Pupil Services.

## **Make-up of Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make up missed work. The student should contact their teacher(s) as soon as possible to obtain assignments.

The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State Mandated assessment test or other standardized test, the student should consult with the Principal or Guidance Counselor to arrange for administration of the test at another time.

## **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up schoolwork missed due to suspension. Assignments may be obtained from the Principal beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

The student must complete missed assignments during the suspension and turn them in to the teacher within one (1) day after returning to school. The student will be given at least partial credit for properly-completed assignments and will receive a grade for any made-up tests.

## **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents/guardians shall be subject to truancy laws of the State. (Please refer also to “Truancy” on page 47 of this handbook.)

### High School

If a student under the age of eighteen (18) has ten (10) or more consecutive or fifteen (15) total days of unexcused absence during a semester, the student will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of their driver’s license, if appropriate, as a result of this excessive absence.

## **Tardiness**

### Primary Level

A student who is not in his/her assigned location by 8:20 a.m. shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

### Intermediate Level

A student who is not in his/her assigned location by 9:20 am shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

### Secondary Level

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the School office before going to his/her first assigned location. Any student who is late to class up to 5 minutes shall be disciplined by the teacher. Students who are more than 10 minutes late will be considered absent for that instructional period.

Students who are tardy to school more than 10 times during a semester shall be disciplined according to the Student Code of Conduct.

## **Vacations during the School Year**

It is recommended that parents/guardians not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

## **RELEASED TIME FOR RELIGIOUS INSTRUCTION**

Students shall be provided “released time” during the school day to attend a course in religious instruction conducted by a private entity off District property, in accordance with the requirements of Policy 5223.

## **CODE OF CONDUCT**

A major component of the educational program (at school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way, that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

The Board of Education is committed to implementation of Positive Behavior Intervention and Supports (PBIS) framework on a District-wide basis in accordance with Board Policy po5630.01, R.C. 3319.46, and A.C. 3301-35-15 to establish a school environment focused on the care, safety, and welfare of all students and staff members.

### **Expected Behaviors**

Students are expected to:

- A. act courteously to adults and fellow students,
- B. be prompt to school and attentive in class,
- C. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background,
- D. complete assigned tasks on time and as directed,
- E. help maintain a school environment that is safe, friendly, and productive, and
- F. act at all times in a manner that reflects pride in self, family, and in the school.

### **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all students in the class, and
- B. all students in the class have the opportunity to learn.

### **Restorative Practices**

Restorative practices are an emerging social science that studies how to strengthen relationships between individuals as well as social connections within communities. The restorative approaches used at each grade level will be developmentally appropriate to build classroom communities that are supported by clear agreements, authentic communication, and specific tools to bring issues and

conflicts forward in a helpful way. As a district, we are committed to the social-emotional wellbeing of our students and will work to ensure that our approach to discipline will involve our students taking accountability, understanding their consequences, and learning from every incident of wrongdoing.

## **Dress and Grooming**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)

Does my clothing advertise something that is prohibited to minors? (No)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?  
(No)

Am I dressed appropriately for the weather? (Yes)

Do I feel comfortable with my appearance? (Yes)

The following styles or manners of dress are prohibited:

- A. No saggy pants are permitted. A belt must be worn to keep sagging pants up at the waist; pants are not to be dragging on the floor.
- B. No inappropriately “ripped/holey/frayed” jeans.
- C. No pajama pants. No inappropriate graphics on clothing. No see-through clothing of any kind.
- D. No mini-dresses/mini-skirts; (when determining if a garment is too short, it must be longer than the length of your fingertips with arms held down at your side).
- E. No mesh tops, midriff tops, and tank tops are to be worn alone.
- F. No hats, headbands, bandannas, hoods, do-rags, sunglasses or gloves are to be worn in school.
- G. No coats and jackets are to be worn in the school building (extenuating circumstances may occur).
- H. No disruptive hair color or hairstyles will be worn in school.
- I. No disruptive or unsafe piercings, jewelry, or accessories.
- J. No Slippers. We require appropriate and safe footwear.

Students who are representing Ashtabula Area City Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

## **Gangs**

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia may be specifically identified and posted by the Principal.

## **Care of Property**

Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or their parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **BULLYING, HARASSMENT, AND INTIMIDATION**

### **BOARD POLICY 5517.01 - 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, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, 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.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, 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); or

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.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or 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 also means cyberbullying through 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) more than once and the behavior both causes mental and 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/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making 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.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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 custodial 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, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial 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 or anonymous 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 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 or anonymous 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.

Individuals 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. Anonymous 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 an individual 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 whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under 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 (if one exists). 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. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

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 procedures.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. 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.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

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

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall 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.

## **TITLE IX NOTICE AND STATEMENT OF NONDISCRIMINATION**

### **BOARD POLICY 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

### **BOARD POLICY 2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

#### **Notice of Nondiscrimination**

The District's notice of nondiscrimination shall read as follows:

The Board of Education of the Ashtabula Area City School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

#### **The District's Title IX Coordinator is:**

Julie Fulton  
Assistant Superintendent/Director of Student Services  
6620 Sanborn Road  
Ashtabula, OH 44004

[Julie.fulton@aacs.net](mailto:Julie.fulton@aacs.net)

440-992-1204

#### **Policy and Grievance Procedures**

The Board's nondiscrimination policy and grievance procedures can be located at [www.aacs.net](http://www.aacs.net) then click on Board of Education/Board Policies. See Policy 2260 and Policy 2266 at <https://go.boarddocs.com/oh/aasco/Board.nsf/Public>

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the District Title IX Coordinator or report online at [aacs.ethicspoint.com](http://aacs.ethicspoint.com)

#### **Contacting the Office for Civil Rights**

The Office for Civil Rights regional office in Cleveland can be reached at:

Cleveland Office

Office for Civil Rights  
U.S. Department of Education  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115-1812  
Telephone: 216-522-4970  
FAX: 216-522-2573  
TDD: 800-877-8339  
E-mail: OCR.Cleveland@ed.gov  
Web: <http://www.ed.gov/ocr>

## **ZERO TOLERANCE**

No form of violent, disruptive, or inappropriate behavior will be tolerated.

### **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

#### **1. Possession/use of drugs and/or alcohol**

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, lookalikes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia.

If a building Principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

#### **2. Possession/use of tobacco**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be

aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, “JUUL,” “NJOY,” “BREEZE,” “Puff Bar,” etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic, “vapor”, other substitute forms of cigarettes, or clove cigarettes or other smoking devices for burning tobacco or any other substance is also prohibited.

Possessing tobacco products on school property may also result in a citation from the school resource officer.

### **3. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5610.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

### **4. Use and/or possession of a weapon**

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.

Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

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

### **5. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

### **6. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

### **7. Arson**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

## **8. Physically assaulting a staff member/student/person associated with the District.**

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

## **9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

## **10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property.

## **11. Misconduct off school grounds**

Students may be subject to discipline for their misconduct, even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

## **12. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

## **13. Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

## **14. Falsification of schoolwork, identification, forgery**

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as the use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties

as well as disciplinary action.

### **15. Bomb Threats, and other false alarms and reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.

### **16. Terroristic Threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

### **17. Possession and/or use of explosives and/or fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers).

Additionally, possessing or offering for sale any substance, a combination of substances or articles prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

### **18. Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Principal.

### **19. Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Principal. The School is not responsible for personal property.

### **20. Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

## **21. Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

## **22. Persistent absence or tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

## **23. Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

## **24. Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

## **25. Aiding or abetting violation of school rules**

Assisting other students in violation of any school rule. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

## **26. Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

## **27. Possession of electronic equipment**

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the Principal. Cell phones may only be used during scheduled times in the Commons (Lunch). ***NO earbuds are to be used anytime during the school day.*** Examples of prohibited devices include but are not limited to radios, "boom-boxes", headphones, earbuds, MP3 players, electronic games/toys, paging devices and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

## **28. Violation of individual school/classroom rules**

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

## **29. Violation of bus rules (see Section V – Transportation)**

## **30. Interference, disruption or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

## **31. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:

- A. verbal harassment or abuse,
- B. pressure for sexual activity,
- C. repeated remarks with sexual or demeaning implications,
- D. unwelcome touching,
- E. sexual jokes, posters, cartoons, etc.
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety,
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another, and
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:



### **A. Verbal:**

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

### **B. Nonverbal:**

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

### **C. Physical:**

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by fellow staff members, students, or other persons associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. 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, 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.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator(s).

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The Anti-Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

All individuals involved in an investigation as either a witness, victim or alleged harasser and/or

bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

These guidelines 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).

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 harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or 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.

Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

### **32. Hazing**

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building Principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **33. Violent Conduct**

Students may be expelled for up to one school year for committing an act at school, on school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act

at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

### **34. Improper Dress**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

### **35. Careless or Reckless Driving**

Driving on school property in such a manner as to endanger persons or property.

### **36. Burglary**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

### **37. Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

### **38. Lighting Incendiary Devices**

Unauthorized igniting of matches, lighters and other devices that produce flames.

### **39. Possession of Pornography**

Possessing sexually explicit material.

### **40. Unauthorized use of vehicles**

Occupying or using vehicles during school hours without parent/guardian permission and/or school authorization.

### **41. Attempt**

Any attempt to engage in conduct prohibited by the Code of Conduct, Board Policy, or law.

### **42. False Reports**

Falsely reporting incidents, making false accusations, providing false testimony.

### **43. Internet/Technology Misuse**

Violation of any policy or directive concerning acceptable use of the internet or technology.

### **44. Truancy**

### **45. Tardiness**

### **46. Violation of State or Federal law**

### **47. Repeated violations of school rules or Student Code of Conduct**

## **DISCIPLINE**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the School. It includes:

- A. writing assignments;
- B. change of seating or location;
- C. prior-to-school, lunch-time, after-school detention;
- D. in-school discipline;

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents/guardians one day's notice. The student or his/her parents/guardians are responsible for transportation.

### **In-School Assignment**

A student missing any portion of her/his assigned time in Detention or In-School Assignment may be

given an additional consequence. Failure to timely serve Detention or In-School Discipline assignment(s) may lead to suspension from school. Any such suspension shall be in accordance with District guidelines on suspension.

The following rules apply to Detention or In-School Discipline:

- A. Students are required to have class assignments with them.
- B. Students are not to communicate with each other unless given permission to do so.
- C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- D. Students shall not be allowed to put their heads down or sleep.
- E. No electronic communication devices, radios, MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
- F. No food or beverages shall be consumed.

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or more, as permitted by law, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond. Also, students being considered for expulsion are entitled to a hearing with the Superintendent or designee prior to an expulsion being imposed.

Except when necessary to protect the immediate health and safety of the student, the student's fellow classmates, teachers, staff or other school employees, or for violation of one of the dangerous activities as designated by Ohio law (firearms, knives capable of causing serious bodily injury, bomb threats and criminal offenses causing serious physical harm to persons or property) a student in grades kindergarten through third grade will not be issued an out-of-school suspension or expulsion.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

## **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

The due process requirements for suspension and expulsion are not required for discipline that is served entirely in-school. In-school discipline is not subject to appeal.

### **Suspension from School**

When a student is being considered for a suspension, the Superintendent, Principal, or other administrator will notify the student of the basis for the proposed suspension in writing. The student will be given an opportunity to explain his/her view of the underlying facts and to challenge the reason/s for the suspension. After that informal hearing, the Principal, Assistant Principal, or other administrator will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents/guardians will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, the process for appeal, and the right for the appeal hearing to be held in executive session before the Board. Additionally, an attempt will be made to notify the parents/guardians by phone.

If the offense is one for which the District may seek permanent exclusion, the notice will contain that information. The suspension may be appealed, within five (5) days after receipt of the suspension notice, to the Treasurer or Superintendent. The request for an appeal must be in writing.

The suspension will remain in effect during the appeal process.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process-taking place either in a classroom or elsewhere on the school premises, the Superintendent, Principal or Assistant Principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extra-curricular activity for less than one (1) school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the student is removed from any curricular activity or from the school premises that exceeds one (1) school day, a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the Principal, Assistant

Principal, Superintendent or designee, and may challenge the reasons for the removal or otherwise explain her/his actions. If it is probable that the student will be recommended for expulsion, the hearing will be held in accordance with expulsion hearing requirements, except that the hearing will be held on the next school day after the date of the initial removal.

### Students in Grades Pre-K through 3

A student in any of grades pre-kindergarten through 3 may be emergency removed only for the remainder of the school day, and shall be permitted to return to any curricular and extracurricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through 3 is removed and returned to his/her curricular and extracurricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of the same).

Within one (1) school day of the decision to suspend, written notification will be given to the parent/guardian(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent/guardian(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days after the date of removal and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### **Expulsion from School**

When a student is being considered for expulsion, the student and parent/guardian will be provided with a formal written notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents/Guardians may request an extension of time for the hearing. The student may be represented by his/her parents/guardians, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student's parents/guardians will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent/guardian(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen (14) days after the date of the notice of expulsion, the expulsion may be appealed, in writing to the Treasurer or Superintendent. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the offense is one for which the District may seek permanent

exclusion, the notice will contain that information. If the expulsion is upheld on appeal, a student's parents/guardians may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of a student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Early College Credit Program at the time the expulsion is imposed.

### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents/guardians.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **Temporary Loss of Bus Riding Privileges/Transportation Privileges**

When a student is being considered for temporary loss of bus riding/transportation privileges, the Superintendent or other designated District personnel will notify the student of the reason(s). The student will be given an opportunity to address the basis for the proposed loss of privilege at an informal hearing. After that informal hearing, the Superintendent or other designated District personnel will decide whether or not to invoke a loss of her/his bus riding/transportation privileges for all or part of the school year.



If a student's bus riding/transportation privileges are revoked, s/he and her/his parents/guardians will be notified, in writing, of the reasons for and the length of the loss of riding privileges.

## **SEARCH AND SEIZURE**

Administrators may search a student or her/his property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Inspection of school property may be conducted with or without notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

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

## **INTERROGATION OF STUDENTS**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent/guardian prior to questioning and shall remain in the room during questioning unless compelling reasons for exclusion are provided by law enforcement.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent/guardian prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning unless compelling reasons for exclusion are provided by law enforcement. If the agency investigating the alleged child abuse or neglect suspects the parent/guardian is the perpetrator, neither parent/guardian will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning unless compelling reasons for exclusion are provided by law enforcement.

If law enforcement or a children's services agency removes a student from school, the parents/guardians are notified by the building administrator.

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-

sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting, or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines must present them to the Principal twenty-four (24) hours prior to display.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The School provides transportation for all K-12 students. The transportation schedule and routes are available by contacting the transportation department at (440) 992-1221.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The Principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the Principal stating the reason for the request and the duration of the requested change.

### **CONDUCT ON SCHOOL VEHICLES**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned vehicles as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

#### Prior to loading (on the road and at school)

Each student shall:

- A. be on time at the designated loading zone (5 minutes prior to scheduled stop);
- B. stay off the road at all times while walking to and waiting for school transportation;
- C. line up single file off the roadway to enter;
- D. wait until the school transportation is completely stopped before moving forward to enter;
- E. refrain from crossing a highway until the driver signals it is safe to cross;
- F. properly board and depart the vehicle;
- G. go immediately to a seat and be seated.

It is the parents' responsibility to inform the driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

#### During the trip

Each student shall:

- A. remain seated while the school transportation is in motion;
- B. keep head, hands, arms, and legs inside the school transportation at all times;
- C. not push, shove, or engage in scuffling;
- D. not litter in the school vehicle or throw anything in, into, or from the vehicle;
- E. keep books, packages, coats, and all other objects out of the aisle;
- F. be courteous to the driver and to other riders;
- G. not eat or play games, cards, etc.;
- H. not use nuisance devices (e.g., laser pointers) on the school vehicle in a way that disrupts the safe transportation of students and/or endangers students or employees;
- I. not tamper with the school vehicle or any of its equipment (including, but not limited to, emergency and/or safety equipment).

#### Exiting the school vehicle

Each student shall:

- A. remain seated until the vehicle has stopped;
- B. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- C. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

### **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on a school vehicle shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on a school vehicle. (See Suspension of Bus Riding/Transportation Privileges, above).

## **TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE**

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

## **SELF-TRANSPORTATION TO SCHOOL**

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents/guardians assume full responsibility and liability for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- A. Students under age 18 must have written parent/guardian permission prior to driving to school.
- B. Students and their parents/guardians shall complete the Student Vehicle Form 5515 F1 – Application to Drive Vehicles On School Property and provide evidence of:
  - 1. driver's license,
  - 2. insurance certificate, and
  - 3. vehicle registration.
- C. Students are required to obey the parking lot speed limit of 5 mph.
- D. When the school provides transportation, students shall not drive to school-sponsored activities, unless the student's parents/guardians provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 Parent Authorization and Release from Liability Form – which is approved by the Principal.
- E. An approved student driver may not transport other students to a school sponsored activity unless the parents/guardians of the approved student driver and the parents/guardians of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using Form 5515 F2 – Parent/Guardian Authorization and Release from Liability Form - which is approved by the Principal.
- F. All vehicles entering school property are subject to search and inspection.

## **BOARD POLICY 5515 - USE OF MOTOR VEHICLES**

The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others – and an assumption of liability on the part of those students and their parent(s).

The Board shall not be responsible for motor vehicles which are lost, stolen, or damaged while on school property.

**Ashtabula Area City School District**  
**Acknowledgement of Student/Parent Handbook**  
**and Code of Conduct and Code of Conduct and Acceptance of the**  
**Internet and Acceptable Use and Safety Policy**

I acknowledge that I have received a copy of the Student/Parent Handbook. I am aware of and understand the rules and regulations set forth in the Student/Parent Handbook, including the Code of Conduct. I agree to abide by the rules and regulations set forth in the Student/Parent Handbook, including the Code of Conduct, and am aware of the potential consequences for violations. I understand that the Student/Parent Handbook is not all-inclusive and that the Ashtabula Area City School District reserves the right to make reasonable decisions in areas not specifically covered in the handbook. I further understand that additional rules and regulations are established through Board of Education policy, which is available on the District website.

I further acknowledge that I have read and understand the Internet and Acceptable Use and Safety Policy (Board doc. 7540.03) and with this signature accept my responsibility to receive a district technological device and utilize District provided Internet access.

Please log in to Final Forms and sign off acknowledging the Student/Parent Handbook, Code of Conduct, Code of Conduct and Acceptance of the Internet and Acceptable Use and Safety Policy no later than August 31<sup>st</sup>.

Print Student Name \_\_\_\_\_ Date \_\_\_\_\_

Sign Student Name \_\_\_\_\_

Print Parent/ Guardian Name \_\_\_\_\_ Date \_\_\_\_\_ Sign

Parent/ Guardian Name \_\_\_\_\_

**The following forms are available in the School Office or by calling Central Registration at 440-992-1234**

- **Title VI, IX, 504 Grievance Form 2260 F1**
- **Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F2**
- **Authorization for Prescribed Medication or Treatment Form 5330 F1**
- **Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a**
- **Authorization for the Possession and Use of Asthma Inhalers Form 5330 F3**
- **Authorization for Nonprescription Medication or Treatment, Elementary Version Form 5330 F1b**
- **Parent/Student Acknowledgement of Student Handbook Form 5500 F1**
- **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**
- **Notification to Parents Regarding Student Records Form 8330 F9**
- **Notification to Parents on Blood-borne Pathogens Form 8453.01 F5**
- **Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1**
- **Application to Drive Vehicles On School Property Form 5515 F1**
- **Parental Authorization and Release from Liability Form 5515 F2**
- **Request that Directory Information Not Be Released to Recruiters Without Prior Written Consent Form 8330 F13**
- **Parent Permission for the District to Communicate About a Student with the Parent Via Facsimile and/or E-mail Form 8330F4a**
- **Ashtabula Area City Schools District Technology Opt-Out Form**



# SAFETY is Everyone's Responsibility

If you see or hear of anything that might put you,  
your friends or our school in danger, contact the  
Safe School Helpline®.

**THE SAFE SCHOOL HELPLINE®**

**It's free and Confidential  
24 hours/7 days a week**

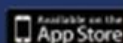


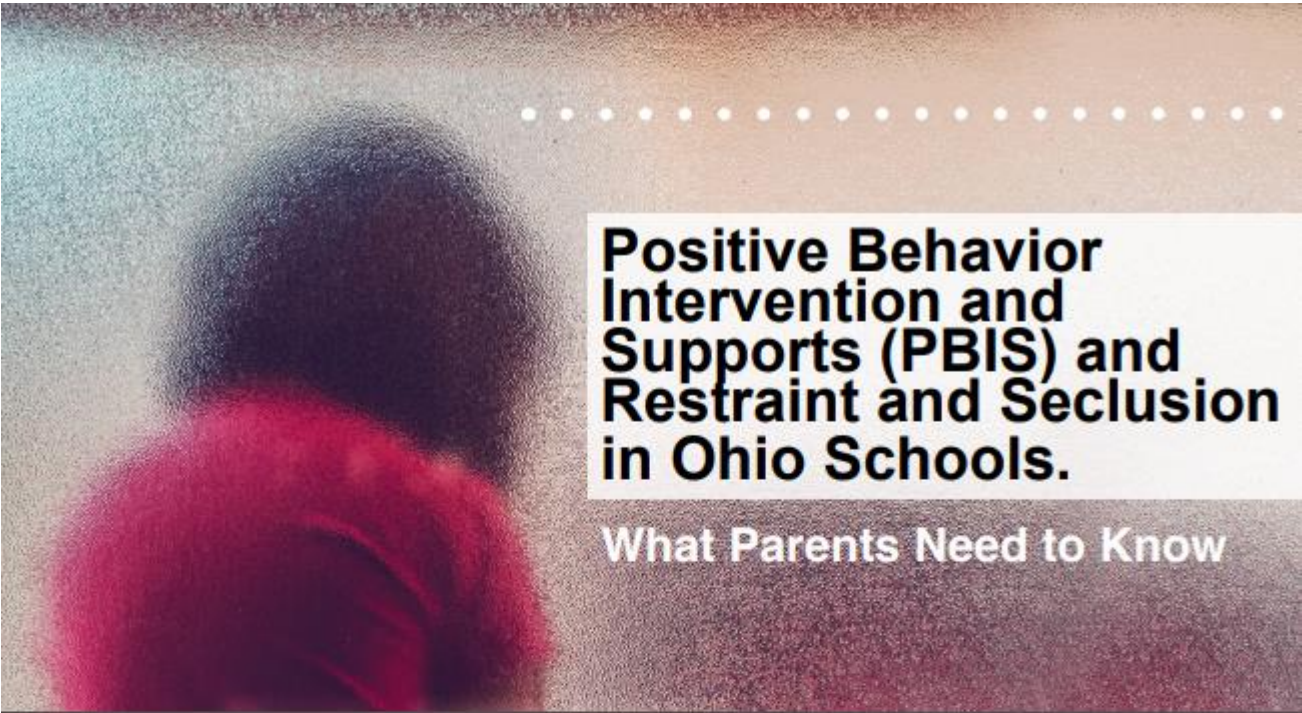
**web: [www.safeschoolhelpline.com](http://www.safeschoolhelpline.com)**

**text: 614-426-0240,  
then type TIPS**

**800-4-1-VOICE EXT. 359  
800-418-6423 EXT. 359**

Free mobile app for Apple  
and Android Phones





# Positive Behavior Intervention and Supports (PBIS) and Restraint and Seclusion in Ohio Schools.

## What Parents Need to Know



### Does This Law Apply to all Students?

This law applies to all K-12 students, both general education students and students with disabilities, and requires using proven practices to reduce and eliminate restraint and seclusion practices.

Ohio [law](#) requires school districts to provide yearly notice to parents about the district's policy and procedures related to the implementation of positive behavior intervention and supports (PBIS) and the use of physical restraint and seclusion, including the local complaint process.

#### What is the purpose of this law?

The purpose of this law is for Ohio school districts to provide behavior supports and training to reduce and eliminate the need for emergency physical restraint and seclusion. The law requires that Ohio school districts:

- Implement PBIS in all (K-12) schools across the district.
- Provide student personnel with professional development about PBIS.
- Deliver specific training on ways to prevent the use of restraint and seclusion and safe restraint and seclusion practices when needed for emergencies.



**This Document was developed by The Ohio Department of Education and Workforce in collaboration with the Ohio Coalition for the Education of Children with Disabilities**



## Positive

Teaching students the behaviors the school wishes to see (school-wide behavior expectations) and the skills needed to demonstrate the behavior expectations

P

## Behavior

Acknowledging and reinforcing expected behaviors

B

## Intervention

Creating a safe and supportive environment that guides positive behavior choices

I

## Supports

Developing organized levels (tiers) of interventions and supports to provide the behavior assistance each child needs to be successful

S

### What is PBIS and how does it apply to my child?

Positive Behavior Intervention and Supports (PBIS) is a process schools use to create a consistent approach for teaching and supporting positive behavior. PBIS is designed for all students and is applied in all areas of the school including the classroom, hallway, lunchroom, restroom and recreation spaces. PBIS helps to prevent or reduce challenging and unsafe behaviors that can lead to the emergency use of restraint and seclusion. The PBIS framework includes the above practices.

### Do you suspect your child has a disability?



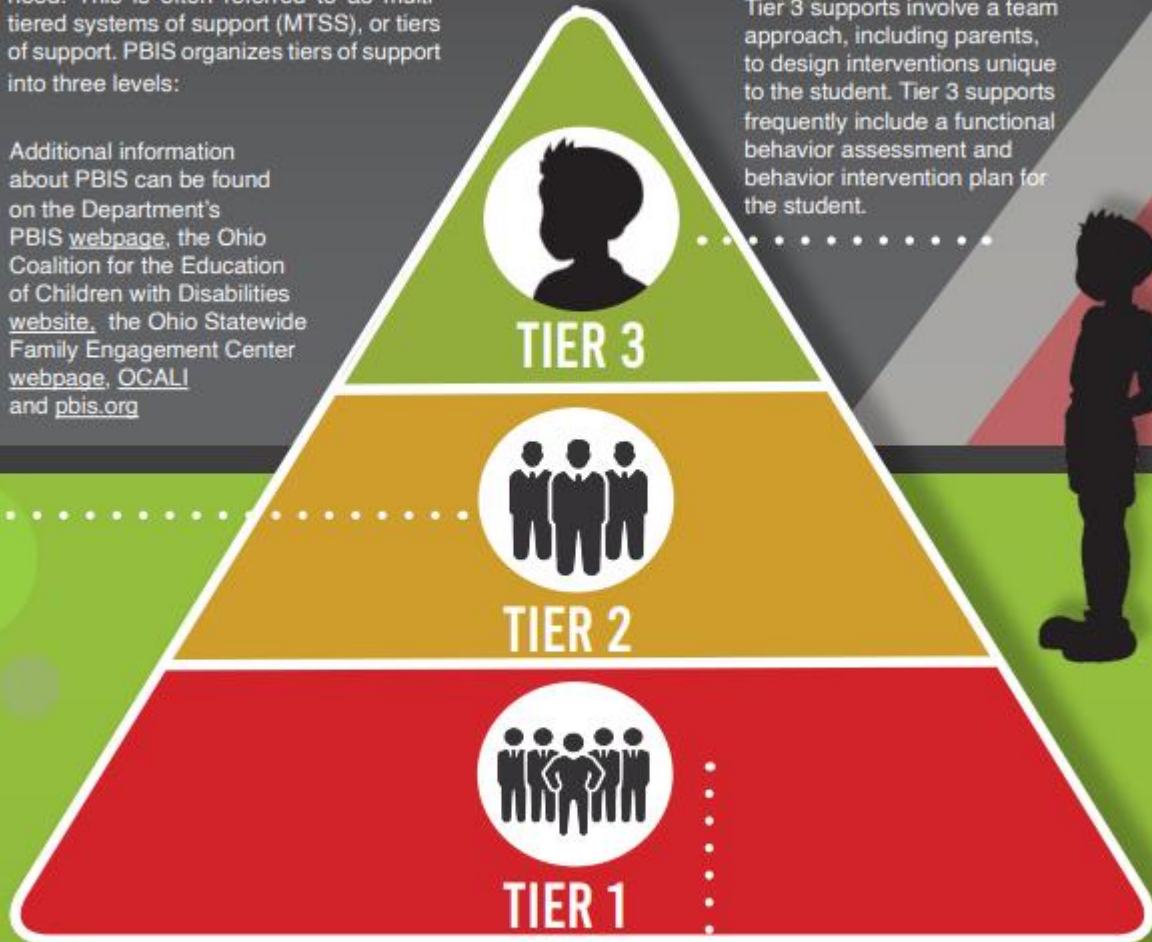
## Multi-Tiered Systems of Support (MTSS)

A key practice of PBIS is offering tiers of support to match each child's level of need. This is often referred to as multi-tiered systems of support (MTSS), or tiers of support. PBIS organizes tiers of support into three levels:

Additional information about PBIS can be found on the Department's PBIS [webpage](#), the Ohio Coalition for the Education of Children with Disabilities [website](#), the Ohio Statewide Family Engagement Center [webpage](#), [OCALI](#) and [pbis.org](#)

## Individualized Supports

A few students are provided individualized supports based on their specific needs, in addition to Tier 1 and Tier 2 supports. Tier 3 supports involve a team approach, including parents, to design interventions unique to the student. Tier 3 supports frequently include a functional behavior assessment and behavior intervention plan for the student.



## Targeted Supports

Some students are provided more instruction and opportunities for practicing behavior skills in addition to Tier 1 supports. Schools often provide Tier 2 supports to groups of students with similar needs.

## Universal Supports

All students are taught the school-wide behavior expectations and the skills associated with the behavior expectations.

## Physical Restraint

Restraint is the use of direct physical contact to prevent or restrict a student's movements.

- Staff must ensure the student's breathing is not restricted.
- Staff may not hold the student face down (in the prone position).

## Seclusion

Seclusion is confining (or keeping) a student in a room or space to ensure safety of the child and others while being observed by an adult.

- There must be continuous observation by school staff.
- The room or area must not be locked.
- The space must provide adequate space, lighting, ventilation, and protect the safety and dignity of the student.



## Physical restraint or seclusion can only be used in emergency situations

when other interventions have failed and there is great risk to the safety and well-being of the student or others. It cannot be used for staff convenience, as a form of discipline or punishment or as a substitute for something less limiting or restrictive. The use of physical restraint or seclusion may never be used for preschool students.





## **Ashtabula Area City Schools**

### **Student Discipline Code**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Possession/use of drugs and/or alcohol
2. Possession/use of tobacco/nicotine products
3. Use and/or possession of a firearm
4. Use and/or possession of a weapon
5. Use of an object as a weapon
6. Knowledge of dangerous weapons or threats of violence
7. Arson
8. Physically assaulting a staff member/student/person associated with the District
9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District
10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs
11. Misconduct off school grounds
12. Extortion
13. Gambling
14. Falsification of school work, identification, forgery
15. Bomb Threats, and other false alarms and reports
16. Terroristic Threat
17. Possession and/or use of explosives and/or fireworks
18. Trespassing
19. Theft, or knowingly receiving or possessing stolen property
20. Insubordination
21. Damaging property (Vandalism)
22. Persistent absence or tardiness
23. Unauthorized use of school or private property
24. Refusing to accept discipline
25. Aiding or abetting violation of school rules
26. Displays of affection/sexual activities
27. Possession of electronic equipment
28. Violation of individual school/classroom rules
29. Violation of bus rules
30. Interference, disruption or obstruction of the educational process
31. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)
32. Hazing
33. Violent Conduct
34. Improper Dress
35. Careless or Reckless Driving

- 36. Burglary
- 37. Fighting
- 38. Lighting Incendiary Devices
- 39. Possession of Pornography
- 40. Unauthorized use of vehicles
- 41. Attempt
- 42. False Reports
- 43. Internet/Technology Misuse
- 44. Truancy
- 45. Tardiness
- 46. Violation of State or Federal law
- 47. Repeated violations of school rules or Student Code of Conduct

**PLEASE CONSULT THE STUDENT/PARENT HANDBOOK FOR ADDITIONAL INFORMATION.**

## **ASHTABULA AREA CITY SCHOOL DISTRICT**

### **GENERAL NOTICE OF MONITORING OR ACCESSING STUDENT ACTIVITY ON SCHOOL-ISSUED DEVICES**

Ohio Revised Code §3319.327

This notice is provided to meet requirements implemented through Ohio Senate Bill 29 ("SB29") that was passed by the Ohio General Assembly, effective on October 24, 2024.

While students have no right or expectation of privacy when using District technology resources, the Ashtabula Area City School District (also referred to as the "District") and certain third-party technology providers that provide services through a contract with the District are prohibited by State law from electronically accessing or monitoring certain features on school-issued devices provided to students unless a legally permissible exception exists. The prohibited features include location-tracking features of a school-issued device, audio or visual receiving, transmitting, or recording features of a school-issued device, and student interactions with a school-issued device including, but not limited to, keystrokes and web-browsing activity. School-issued devices are defined as any hardware, software, devices, or accounts that a school district provides to an individual student for that student's personal use.

The Ashtabula Area City School District is required to annually provide parents and guardians with this general notice that informs you, the District, and its technology providers of the plans to electronically access or monitor your student's school-issued devices for the following permissible reasons:

1. Activity that is limited to non-commercial educational purposes for instruction, technical support, or exam proctoring by School District employees or staff contracted by the District. Teachers may monitor students as they work on assignments during class to ensure they are staying on task.
2. Pursuant to a judicial warrant. The District is required to comply with a lawfully issued warrant that directs the District, technology providers, or law enforcement to conduct a search of data.
3. Notification or awareness that the student-issued District device is lost or stolen. This might occur if the District becomes aware that a student's device is lost or stolen, in which case the District or technology provider might access and monitor data to discover when and where the device last interacted with the District's systems.
4. Activity is necessary to respond to a threat to life or safety. The access is limited to this purpose alone. For instance, the District may receive alerts about possible self-harm indicators on student devices that prompt an investigation which involves accessing or



monitoring student data. The District implements other protocols such as contacting parents/guardians and/or first responders.

5. Compliance with Federal and/or State laws. The District may be required to comply with a law that places an obligation on the District to access or monitor devices.
6. Required as part of a Federal or State funding program. For example, to comply with the requirements of the Federal E-Rate funding programs, the District filters all student Internet access pursuant to the Children's Internet Protection Act. This includes filtering materials that are obscene, objectionable, inappropriate, and/or harmful to minors.

This electronic monitoring can only occur when advance notice is provided. No further notice is required for the District to monitor under reason #1. In the event that one of the circumstances listed in reasons #2-#6 occurs, the District will provide you with a seventy-two (72) hour notice of what features of the device were accessed, a written description of the circumstance, and description of the threat, if any. If the notice itself could pose a threat to life or safety, the seventy-two (72) hour notice will be provided within seventy-two (72) hours after the threat has ended.