

Paulding County Opportunity School

Student/Parent Handbook



STUDENT/PARENT HANDBOOK

**PAULDING COUNTY OPPORTUNITY SCHOOL
900 FAIRGROUND DRIVE
PAULDING, OHIO 45879
419-399-4711**

This student handbook belongs to:

Name_____

Address_____

Town_____ Zip Code_____

Phone_____

Student I.D._____

Student/Parent Handbook

PAULDING COUNTY OPPORTUNITY SCHOOL

Welcome to Paulding County Opportunity School

On behalf of the entire faculty and staff, I am pleased to welcome you to the Paulding County Opportunity School.

We appreciate the sustained support provided so unselfishly by our parents, community members, area businesses, and friends and we look forward to working with your children this coming school year. We pledge to continue to prepare our students for the future; they deserve the best.

Parents play a vital role in the school community, and I, personally, look forward to working with you and your student toward another successful school year. If you would like to contact me, my e-mail address is krydell@wbesc.org, and my phone number is: 419-399-4711.

*Sincerely,
Keith Rydell, Director*

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

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 and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2021. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2021, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available upon request.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Mr. Keith Rydell, Director

419-399-4711

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

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 the guidance counselor.

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

If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. 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 his/her educational goals.

STUDENT 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.

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

SECTION I - GENERAL INFORMATION

SCHEDULING AND ASSIGNMENT

Elementary Level

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

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 Administration. 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

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request, phoning the office, 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.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. 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 the School Nurse. All immunizations are collected by, and stored at the student's home school.

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 extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

USE OF MEDICATIONS

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- 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 on file in the respective building 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 Director'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 Director'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 auto-injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up 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.

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.

If, for supportable reasons, the Director 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 director's office 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.

Non-prescribed (Over-the-Counter) Medications

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

By written notice parents may also authorize that their child

*may self-administer non-prescribed medication.

*may keep non-prescribed medication in his/her possession.

If a student is found using or possessing a non-prescribed 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.

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 NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non-casualcontact communicable diseases. When a non-casual-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.

Non-casual-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 bloodborne 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 extracurricular 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, s/he must immediately notify his/her teacher, who will contact the School Nurse 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 either by his/her physician or Paulding County Health Service. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

*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 his/her physician or County Health Service.

*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.

*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 as a result of the exposure.

STUDENTS WITH DISABILITIES

The American's 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 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; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child 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 involvement in this procedure is important and required by Federal (IDEIA, A.D.A. Section 504) and State law. Contact the office at 419-399-4711 to inquire about evaluation procedures, programs, and services.

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 419-399-4711.

PROTECTION AND PRIVACY OF STUDENT RECORDS

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

Student Records:

Student records are confidential and are protected by the “Privacy Act.” Only the school staff and the child’s natural parents or legal guardians have access to the records.

Directory information on a student is not protected by the “Privacy Act.” Directory information includes a pupil’s name, address, phone number, date and place of birth, major field of study, dates of attendance, date of graduation, sports activities participated in, and the height and weight of athletes. Directory information can be provided upon request to any individual, other than a forprofit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board.

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, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request 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 have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Superintendents secretary. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents 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 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 un-emancipated minor, his/her parents, 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;
- 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; or
- 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 may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the superintendent's secretary to inspect such materials.

Further, parents 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 will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents 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 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

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

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Paulding County Opportunity School charges specific fees for 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, credits, and/or graduation diploma.

STUDENT FUND-RAISING

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 fund-raisers:

*Students may not participate in fund raising activities off school property without proper supervision by approved staff or other adults.

*Students may not participate in a fund-raising 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.

STUDENT VALUABLES

Students should not 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 is not liable for any loss or damage to personal valuables.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee. 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 Director.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the Director.

CAFETERIA RULES

1. Students are issued a lunch number, which they enter on a keypad after they get their lunch.
2. Students are encouraged to put money on their accounts when they arrive in the morning.
3. The full amount of currency or check will be deposited in the student's account unless there is a signed note from the parents to do otherwise. The notes will be kept on file.
4. When entering the cafeteria students are to get into lunch line, purchase their meal and then find a seat.
5. When students have finished eating, they will pick up their trash, throw it away, and return to their seat.
6. If a student's account goes into a negative balance money must be put on the account in order to make the next purchase.
7. All food purchased in the cafeteria must be consumed in the cafeteria. **Students will not be permitted to drink anything but water from the drinking fountains during the school day. All other drinks should be consumed in the cafeteria.** Students must eat their breakfast at home or in the cafeteria before school.
8. Students that choose to pack their lunch, must also eat that food and drink in the cafeteria. No food or drink is to be brought from home and consumed anywhere but the cafeteria at any time.

SAFETY AND SECURITY

*All visitors must report to the office when they arrive at school.

*All visitors are given and required to wear a building pass while they are in the building.

*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.

*Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

*All outside doors are locked during the school day.

*Portions of the building that will not be needed after the regular school days are closed off.

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. The alarm system for tornadoes consists of a siren. 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 such cases.

Safety drills will be conducted once 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 DISASTER PLANNING

The procedure for the emergency disaster plan is based on the assumption that school personnel are "in loco parentis," that is acting as parents for the students and are charged with taking all reasonable precautions to protect the safety of Paulding County Opportunity School students.

Warning that an emergency exists

The P.A. system will be the primary method of notification of emergency situations other than fire.

Fire emergency warnings will be given by the fire alarm.

Procedures

Teachers:

*Are to instruct students within their classrooms at the beginning of each term of the evacuation and shelter area plan.

*Carry class records when each drill is performed; a check to see that all students are present is to be made. Report absentees to the Director's Office.

*Assign certain individuals for each class period to take care of windows and doors. *Close windows and curtains on south and west side of building. Crack open windows on the north and east side of building.

*Students should be kept away from windows.

*Keep students relatively quiet so that further instructions can be heard.

Supervisors:

- *See that classrooms in their area proceed to designated shelter area.
- *Check restrooms, vacant rooms, and special rooms to see that all persons have been notified and have obeyed the disaster warning.
- *Report to the Director when classes are in shelter area for further instruction.

SEVERE WEATHER

Tornado Watch - A severe storm-warning announcement may be made over the P.A. No students are permitted outside.

Tornado Warning – A tornado has been sighted. The following indicates instructions and designates supervisors in the event of an emergency.

In the event of a tornado, students and staff will immediately report to the gym and kneel in the eggshell position under the tables. Students will bring a book or other portable hard surface to help protect his/her head. Supervisors include teachers and school support personnel; these persons will assist students in maintaining their safety in the designated location.

INTRUDER THREAT or BOMB THREAT

Procedures

If there is an intruder in the building or a bomb threat is received, the following steps will be taken:

Intruder or Active Shooter in the Building

An announcement will be made to this effect: **“Lock down, lock down! There is an active shooter in the building in (give location)!”** Repeat.

What you should do:

If you can evacuate the building, DO IT!

- *Run away from the building, using the nearest exit, as quickly as possible to the community rally point, the home stands of the Football Field.
- *Call 911

If you cannot evacuate the building take shelter in the nearest office or classroom.

- *Lock and barricade your door. Use desks, chairs, book shelves, etc.
- *Cover windows in the door.
- *Look for alternative escape routes. Are there additional doors in the room? Can you escape through the windows?
- *Call 911.
- *Set your cell phone to vibrate or silent.
- *Stay low to the ground and remain as quiet as possible.
- *Do not answer the door for anyone! Law enforcement or an administrator will enter the room or direct you to open the room after the incident is over.
- *You may have to take the offensive if the shooter is able to enter your area. Gather weapons (pens, pencils, books, chairs, scissors, anything you can throw) and mentally prepare your attack.

*Position yourself in the room in a location that will allow for the element of surprise if the shooter enters.

If the shooter is able to enter your room:

*Attack in a swarm. Throw objects at the shooter's head. Grab the shooter's arms, legs, and head and take him to the ground using body weight to secure him

*Fight dirty to survive – bite, kick, gouge eyes, etc.

*Call 911 and advise law enforcement the shooter is down. Provide your location and stay on the line.

*Secure the suspect with belts or body weight.

*Move weapons away from the shooter. DO NOT HOLD A WEAPON!

*DO NOT RUN FROM THE ROOM when help arrives. Drop to your knees and raise your hands so that you do not appear threatening to responding law officers.

*Provide first aid to others in the room if needed.

Bomb Threat

An announcement will be made over the P.A. indicating that the building is under an evacuation drill.

After the announcement is heard, staff should do the following:

*Check the room for any unusual objects, bags etc.

*Report anything unusual to an administrator.

*Exits posted for fire drills are to be used when evacuating the building unless otherwise notified.

*Teachers are to see that doors and windows are closed, lights are out, and all students are out of the room.

*Take students to the football field.

*Check attendance when you arrive at the proper distance from the building. Report any absences to the director.

*When it is safe to return to the building, you will be notified.

EMERGENCY CLOSING AND DELAYS

Students shall follow their home school's schedule for delays and cancellations, as well as Van Wert City School's schedule.

1. If a Paulding County Opportunity School student's school district of residence delays or cancels school, that student shall then follow that schedule for transportation purposes.

2. If Paulding Exempted Village Schools delays or cancels school, Paulding County Opportunity School does the same.

Please do not call the school to inquire about delays or cancellations.

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

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, 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 and/or having a pass shall be reported to the Director. 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 Director.

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 Director 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.

LOST AND FOUND

The lost and found area is in the 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 periodically throughout 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.

*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.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Director.

*The School has tack strips throughout the building that may be used for posting notices after receiving permission.

SECTION II - ACADEMICS

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 and extra-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.

*Attendance rules apply to all field trips.

*While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

*Students who violate school rules may lose the privilege to go on field trips.

GRADES

Paulding County Opportunity School has a standard grading procedure, as well as additional notations that indicate work in progress or 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 so

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:

90 to 100 = A = Excellent achievement
80 to 89 = B = Good achievement
70 to 79 = C = Satisfactory achievement
50 to 69 = D = Minimum-Acceptable achievement
0 to 49 = F = Failure

I = Incomplete

P = Acceptable achievement

INTERIM REPORTS

The purpose is to inform parents of progress their child is making in classes at the midway point of a grading period. The interim report may be sent home with the student for the parent and student to read and discuss.

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 poor grades.

PROMOTION, ACCELERATION, AND RETENTION

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

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. potential for success at the next level
- C. emotional, physical, and/or social 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

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

- A. failure to demonstrate proficiency in Mathematics, Reading, Science, Social Studies and/or English.

- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

A student may 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.

GRADUATION REQUIREMENTS

REGULAR DIPLOMA

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests required by the Ohio Department of Education (ODE) for graduation, meet the school requirements for basic coursework, 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.

Class of 2021-22

English	4 units
Social Studies	3 units
Science	3 units
Math	4 units
Health	½ unit
PE	½ unit
Electives	5+ TBD by home school
 TOTAL	 20+ units; TBD by home school

Other state requirements - All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Fine arts is not a requirement for students following a career-technical pathway.

To graduate, a student must also meet all home school requirements.

SCHEDULE CHANGES

Schedule changes will be made only if there is a serious reason to do so. A dislike for a course and/or teacher or a desire to be with friends is not sufficient reason for making a schedule change. If a schedule change is desired, the student and/or parent should discuss the possible changes with the counselor. Students must complete the appropriate schedule change request form found in the Guidance Office. The Director will make the final decision on any requested change. Any schedule changes made after the 15th day of school may result in a failing grade in the course that is dropped.

HOMEWORK

Homework is a very valuable tool in the educational process. It should be a continuation of the instruction given during class time. Some different types of homework assignments are:

1. Long range assignment
2. Short range assignment
3. Outlining - note taking - research

Each teacher should take time to explain the assignment thoroughly and encourage questions for a clear understanding. The assignment and explanation might very well be the most important time spent in class because it can encourage independent study. Neatness, completeness, accuracy, and punctuality are to be encouraged.

PARENT/TEACHER CONFERENCES

Parents may make appointments for conferences with teachers, the counselor, or the director by telephoning the school offices at 419-399-4711.

TEXTBOOKS

All textbooks are the property of the Paulding County Opportunity School. The student is responsible for his/her own textbooks. Loss or unreasonable damages will result in fines. Students must write their name in ink inside each textbook cover. Students are encouraged to cover all textbooks with book covers.

VISITORS

Visitors are not allowed in the building during the school day without an appointment; this includes former-students. This includes younger brothers, sisters, and children.

LOCKS, LOCKERS, AND BACKPACKS

Lockers are the property of the school; therefore, there should be no expectation of privacy for materials stored within lockers. Students are responsible for its cleanliness inside and out. Lockers should not have clothing, books, paper, or any other materials sticking outside of the locker. ***Teachers and students will NOT be permitted to tape any items on the exterior of any lockers.*** . Students are responsible for damage to or loss of textbooks, notebooks and other items in their locker. ***Locks are NOT permitted.***

The administration has the authorization to search lockers and the contents within, when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating the laws or the rules of the school. Reasonable grounds also exist when there is suspicion that a locker contains items detrimental to the health and welfare of students and staff of Paulding County Opportunity School.

Backpacks are not permitted at Paulding County Opportunity School. If a student brings a backpack to school, it must be checked in the office during the school day.

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.

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. These are often given by the guidance staff.

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

PUBLIC SCHOOL CHOICE OPTIONS

The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

Additionally, 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, s/he 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

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.

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.

*Any student, without written medical authorization, shall not miss more than five (5) class periods (in one subject) per quarter. If a student should be absent on the 6th day of any 9 week

grading period without reasons listed below they may be denied credit for those courses taken during that quarter. In order for a student to recover their credit for the quarter the time missed must be made up. This time can be made up: before school, after school, or on Saturdays.

- a. After a student has missed eighteen (18) hours, the parent shall be notified by 1st class mail with a copy of the attendance policy.
- b. After a student has missed thirty, (30) hours, the parent shall be notified by 1st class mail with a copy of the attendance policy.
- c. The parent may appeal the decision of the Superintendent to the Board of Education. Reasons for exemptions:
 - (1). Religious observations.
 - (2). Attendance at funeral.
 - (3). Medical verification by treating physician.
 - (4). Pre-arrangement with Principal.

*An absence from school will be considered unexcused if a call is not made by the parents or a note is not turned in to the office after the student returns to school.

*Students returning to school after being absent will bring a dated note from parent or legal guardian. Include on the absence note: student's first and last name and grade, date of the absence, and reason for absence.

*If requesting an excused absence for some future date, students must bring in a note prior to the absence so arrangements can be made.

According to Section 3301-51-13 of the Ohio Revised Code, students may only be excused for the following reasons:

- A. Personal illness. The approving authority may require the certificate of a physician if he deems it advisable.
- B. Illness in the family. The absence under this condition shall not apply to children under fourteen years of age.
- C. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
- D. Death of a Relative. The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
- E. Absence of parents or guardians. Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent.
- F. Observance of religious holidays. Any child of any religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.
- G. Emergency or set of circumstances which in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.
- H. Anytime a student has to be absent to receive a scholastic or honorary award.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered excessively absent if the student is absent 38 or more hours per month and/or 65 or more hours in a school year, with or without an excuse. A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month or 72 or more hours in a school year.

If a student is habitually truant and the student's parent fails to provide cause for the student's absence, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

Notification of Absence

If a student will be absent, the parents must notify the School at 419-399-4711 by 8:30 am and provide an explanation. If prior contact is not possible, the parents 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 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.

Make-up of Tests and Other School Work

Students who are absent from school shall be given the opportunity to make-up missed work. The student should contact his/her teacher 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 absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a Statemanded assessment test or other standardized test, the student should consult with the Director to arrange for administration of the test at another time.

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 shall be subject to the truancy laws of the State.

A student under the age of 18 will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month or 72 or more hours in a school year, and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absences.

Tardiness to School

*Students arriving late to school must sign in at the school office.

*During a regular school day, any student arriving after 9:15am or leaving before 1:30pm will be counted 1/2 day absent.

*Suspension of temporary driver's permit and/or driver's license may result from students:

- a. Of compulsory school age withdrawing from school.
- b. Habitually absent without legitimate excuse.
- c. Expelled or suspended for use or possession of alcohol or drugs.
- d. Students arriving tardy to school without a Dr. note will be required to stay until 2:40pm.

Tardiness to Class

*Students arriving late to class will serve a working lunch.

Vacations During the School Year

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

certain assignments that may be completed during the trip. (Please keep in mind that days missed for vacation are NOT excused in terms of the quarterly attendance policy.)

CODE OF CONDUCT

A major component of the educational program at Paulding County Opportunity 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.

Rule 1: Unsupervised Students: Students are not to be in the school unsupervised. The school building opens at 8:00am, students are not permitted in the building until this time. The school day ends at 2:30pm all students are to exit the building at this time. Students are not permitted to loiter before 8:00am or after 2:30pm for any reason. All students should be off of school grounds during all other times.

Rule 2 Disruption in School: A student will not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated incorrigibility cause disruption or obstruction to the curricular and/or extracurricular activities of the school.

Rule 3 Damage to Property: A student shall not cause or attempt to cause damage, destruction or defacing to property (public or private) including building, grounds, equipment or materials. A student shall not tamper with school or private property.

Rule 4 Assault or Extortion: A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school employees, other students, or visitors. A student will not obtain or attempt to obtain another person's property either by implied or expressed threat.

Rule 5 Dangerous Weapons, Instruments: A student shall not possess, use, transmit, conceal, or handle any object which might be considered a dangerous weapon or instrument that could cause injury or damage or which is indistinguishable from a dangerous weapon. These include but are not limited to firearms, knives, chains, smoke bombs, fireworks, or explosives of any kind.

Rule 6 Tobacco, Narcotics, Drugs and Alcoholic Beverages: A student shall not possess, use, transmit, conceal, or show evidence of consumption of any alcoholic beverage, dangerous drug, narcotic, pill or capsule, prescription or non-prescription drug, mind-altering substance, tobacco or tobacco products (including snuff or smokeless tobacco), e-cigarettes, or related paraphernalia. This prohibition applies at any time the student is under the jurisdiction of the school, and the possession or use of "look-alike" drugs may also be a suspendible offense.

Tobacco Products

Also in keeping with ORC Section 3313.751, the Paulding County Opportunity School has established the following

First Offense: A minimum of 3 days in-school or out-of-school suspension (subject to the discretion of the building administrator).

Subsequent Offenses: A minimum of five days of in-school/out-of-school suspension subject to the discretion of the building administrator. The tobacco products rules shall apply to all students enrolled at Paulding County Opportunity School, regardless of age.

Narcotics, Drugs, and Alcoholic Beverages

Whenever a student is suspended or expelled from school in accordance with ORC 3313.66 for the possession of alcohol or drugs, the local Superintendent may notify the County Superintendent, who will notify the Registrar of Motor Vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification, the Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent.

Rule 7 Repeated Violations: A student shall not repeatedly fail to comply with rules, direction or commands of teachers (including student teachers and substitute teachers), principal, bus driver, or any other authorized school personnel during any time when the student is under the authority of the school personnel.

Rule 8 Insubordination: A student shall not disregard or refuse to obey reasonable directions given by school personnel.

Rule 9 Violations of the Law: A student shall not violate any state or federal law on school property or when the student is under the authority of school personnel.

Rule 10 Frightening, Degrading or Disgraceful Acts: A student shall not engage in any act which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace anyone by written, verbal, or gestural means. Any action or words which threaten or imply a threat is considered a serious violation.

Rule 11 Breaking and Entering or Theft: A student shall not cause or attempt to take into his possession or have unauthorized possession of public property or equipment of the District or the personal property of another student, teacher, visitor, or employee of the District. Locker rooms, closets, and teachers' desks are examples of areas off limits to students without the express permission of a staff member.

Rule 12 Profanity and/or Obscene Language: A student shall not use profanity or obscene language, either written or verbal, while under the authority of school personnel or during any curricular or extracurricular activity. Included in this prohibition is the use of obscene signs, pictures, publications or gestures. A student shall not annoy or humiliate another or disrupt the educational process by using profanity or engaging in obscene or otherwise improper acts or language.

Rule 13 Truancy and Tardiness: Truancy is declared when a student is absent from school for any portion of the regular school day without authorization by the principal and without parental consent. Repeated tardiness to school or to class, as well as truancy, are considered serious offenses. If a student is tardy to school without a note from a Dr., the student will not be dismissed from school until 2:40pm that day. If a student is tardy to class (entering the room after the bell), that student shall serve the next available Working Lunch.

Rule 14 False Alarms: A student shall not initiate any false report of an impending emergency situation. Tampering with any emergency warning system is a suspendible offense.

Rule 15 Unauthorized Bodily Contact: The act of physically touching or hitting, or making physical threats to a student or employee of the school system or any other person while on school property or while attending a school sponsored event is prohibited.

- Level I: Student defending themselves.
- Level II: Student initiating contact without retaliation.
- Level III: Students end physical altercations on their own.
- Level IV: Physical altercation had to be ended by bystanders or an act of assault is involved.

Rule 16 Harassment, Intimidation, and Bullying: Harassment, intimidation, or bullying behavior by any student at the Paulding County Opportunity School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying”, in accordance with R.C. 3313.666 means any intentional written, verbal, graphic, or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PAD), or wireless hand-held device, either overt or covert, by a student or group of students toward other students including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

*Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,

*Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Rule 17 Trespassing or Loitering: A student may not loiter or willingly be present in unauthorized or restricted (“off-limits”) areas. He may not enter closets, offices, rooms, and other areas that are to be locked or otherwise restricted. A student may not be present in a school building or on school grounds at unauthorized times when his presence may cause disruption of an activity, function, or of the educational process.

Rule 18 False Reports or Forgery: A student may not falsely identify himself or falsely report incidents, make false accusations, or give false testimony. A student will not falsify in writing the name of another person, times, dates, grades, addresses, or other data on school-related forms or correspondence associated with the school.

Rule 19 Motor Vehicles: A student shall not fail to properly drive or park his motor vehicle. Also, a student may not drive carelessly or recklessly so as to endanger the lives of others. ATV’s, snowmobiles, dirt bikes, and other off road type vehicles are not permitted on the school grounds.

Rule 20 Dress and Grooming

STUDENT DRESS CODE

STUDENTS AND PARENTS SHOULD BE AWARE THAT SCHOOL IS A PLACE OF BUSINESS AND IS NOT A SHOWCASE FOR EXTREME STYLES OF DRESS AND GROOMING. OHIO REVISED CODE 3313.665 GIVES THE SCHOOLS THE RIGHT TO HAVE A REASONABLE DRESS CODE IN ORDER TO PROMOTE A SAFE, HEALTHY, AND DISRUPTION-FREE EDUCATIONAL ENVIRONMENT. ANY VIOLATION OF THE FOLLOWING RULES SHALL FOLLOW THE DISCIPLINE PROCESS AT THE DISCRETION OF THE ADMINISTRATION.

STUDENTS IN VIOLATION OF RULE 20 SHALL BE GIVEN AN OPPORTUNITY TO REMEDY THE VIOLATION IF POSSIBLE WHILE AT SCHOOL. IF THE VIOLATION IS UNABLE TO BE REMEDIED AT SCHOOL, THE STUDENT SHALL SERVE AN IN-SCHOOL DETENTION THAT

DAY. THE STUDENT SHALL THEN REMEDY THE VIOLATION AFTER SCHOOL THAT DAY. THE STUDENT WILL NOT BE PERMITTED IN THE BUILDING AGAIN UNTIL THE VIOLATION HAS BEEN REMEDIED.

THE ADMINISTRATION RESERVES THE RIGHT TO MAKE THE DETERMINATION OF PROPER STUDENT ATTIRE AND GROOMING FOR SCHOOL AND EXTRA-CURRICULAR ACTIVITIES.

A. CLOTHING

1. Students entering the building must remove hats and jackets, and place them in their locker until the end of the school day.
2. Students are not permitted to cover their head in any manner during the school day.
3. Students shall not wear clothing with obscene or suggestive writing promoting alcohol, tobacco, narcotics, or sex.
4. Students may not wear pajamas or flannel lounge pants to school.
5. Students may not wear oversized clothing. Pants must be worn at the natural waistline. Pants may not be oversized at the legs and the cuffs of the pants.
6. Students shirts may not be bare midriiffs, halter tops, cut-off T- shirts, or tank tops. Shirts must have sleeves.
7. Outdoor jackets may not be worn in the building during the school day.
8. Students shall not wear shorts that are inappropriate in length. Guideline = fingertip length.
9. Skirts shall not be excessively short. Shortness shall be left to the discretion of the administration. Guideline would be fingertip length.
10. Shoes or sandals must be worn at all times. No soft-soled slippers.
11. Ripped, frayed, torn clothing, or clothing with holes should not be worn.
12. Yoga-type pants, running tights, and/or leggings are not permitted unless a separate blouse is also worn of appropriate length.

B. HAIR

1. Hair shall be kept neat and clean.
2. Distractive or disruptive hair color may not be worn. Hair dye may be of the natural hair colors only.

C. JEWELRY, PIERCINGS, AND TATTOOS

1. Students may not wear oversized chains or medallions.
2. Students may not wear large ball-bearing style chains.
3. Students shall not wear dog collars or chains similar to a dog's chain
4. Chains, necklaces and piercings shall not contain sharp or "spiky" objects.
5. Visible Piercing shall be contained to the ears. Students shall not wear tongue, eyebrow, nose, lip, or any other visible piercing, only in the ears.
Students who chose to have visible piercing in areas other than the ear, shall not wear those piercing during the school day or at any school sponsored events.
6. Earrings shall not be excessive in size. Gage-type piercings are not permitted in the ears.
7. Neither earrings nor medallions may promote such things as alcohol, tobacco, narcotics, or sex.
8. Students who choose to have tattoos shall have them covered during the school day, at athletic activities (including practices), or school sponsored events.

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)

Students who are representing Paulding County Opportunity School at an official function or public event may be required to follow specific dress requirements.

PUBLIC DISPLAY OF AFFECTION---PDA is **NOT** permitted during the school day.

Rule 21 Electronic Devices: Electronic Devices: Grade 6-12 students are not permitted to bring electronic devices during the day. If a Grade 6-12 student brings an electronic device to school; it must be checked in the office during the day. Violation of this rule may result in disciplinary action and confiscation of the electronic device. A confiscated electronic device will be returned to the owner at the end of the day, provided there are not concerns with the contents of the device. On a second electronic device violation, the device will then be checked into the office upon morning arrival and returned to the student at the end of the school day.

Rule 22 Sexting: The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, e-mailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

Rule 23 Scope of Jurisdiction: This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

*In addition this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

The Vantage Career Center and the home school district is an extension of our school program; therefore, students who elect to attend either, are subject to disciplinary action based upon the Student Code of Conduct of either Paulding County Opportunity School, and/or Vantage Career Center.

Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

Rule 24 Other Conduct: It should be noted that other possible student conduct reaching the gravity of the above examples, in terms of gross misconduct or persistent disobedience or insubordination, may also serve as grounds for suspension, removal, or expulsion.

Rule 25 Permanent Exclusion: Permanent exclusion and/or expulsion from school is now permissible under state law for certain crimes and offenses provided that proper procedures are followed by District personnel, and permanent exclusion is authorized by the State Superintendent of Public Instruction. Crimes and/or serious offenses for which permanent exclusion can be sought include:

1. conveying, transporting, or selling deadly weapons or dangerous ordnance on school property, at school-sponsored events, or in school-owned vehicles;

2. possessing deadly weapons or dangerous ordnance on school property, at school-sponsored events, or in school-owned vehicles;
3. carrying a concealed weapon on school property or at a school function;
4. selling, possessing, or trafficking in drugs on school property or at a school function;
5. murder or aggravated murder on school property or at a school function if the victim is a school employee or student;
6. voluntary or involuntary manslaughter on school property or at a school function if the victim is a school employee or student;
7. assault or aggravated assault on school grounds or at a school function if the victim is a school employee or student;
8. rape, gross sexual imposition or felonious sexual penetration on school grounds or at a school function if the victim is a school employee or student; and/or
9. complicity in any of the above offenses, regardless of location

Students under suspension or expulsion or who are permitted by the principal to return home for the remainder of the school day, shall not attend on the same day: (a) extracurricular events; (b) after-school events; (c) athletic practices or contests; or (d) return to school premises while any of the above conditions apply.

Students are expected to comply with reasonable requests made by staff in all non-instructional areas as willingly and as quickly as they are expected to do in the classroom. Students should understand that the authority of the teacher does not end at the classroom door but extends to every inch of the building and grounds.

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.

EXPECTED BEHAVIORS

Students are expected to:

- () act courteously to adults and fellow students;
- () be prompt to school and attentive in class;
- () work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- () complete assigned tasks on time and as directed;
- () help maintain a school environment that is safe, friendly, and productive;
- () 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 student in the class; and
- B. all students in the class the opportunity to learn.

AREAS WHERE THE STUDENT CODE OF CONDUCT IS IN EFFECT

1. In Paulding County Opportunity School Buildings and on school grounds.
2. On school owned and operated buses or vehicles;
3. While waiting at bus stops, walking to and from school or school bus stops;

4. While attending school-related activities on or off school grounds;
5. While on school grounds when the school is being used;
6. While engaging in any conduct which will directly affect the good order, efficiency, morale, management, and welfare of the school.

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.

TYPES OF DISCIPLINARY MEASURES

Listed below are the basic types of disciplinary action which may be used in conjunction with violations of the school conduct code. Please be advised that these disciplinary measures may be used in combination without constituting double jeopardy.

1. Issue verbal reprimand.
2. Issue written reprimand.
3. Restrict or remove privileges.
4. Assign detentions (before school, after school, during lunch times).
5. Advise parent by letter.
6. Advise parent by telephone.
7. Hold conference with parents and student.
8. Refer student to counselor.
9. Refer student to psychologist.
10. Remove student from class on emergency basis.
11. Teachers may assign detentions which they will monitor.
12. Assign Saturday School
13. In-school detention (1-10 days).
14. Out-of-school suspension (1-10 days).
15. Recommend expulsion to the Superintendent.
16. Remove student from an activity or school organization.
17. Require restitution (in cases of stealing or property damage). 18.
Notify police authorities.
19. Confiscate item.
20. Require student change unacceptable clothing.
21. Assign zero credit for a specific assignment or designated period of time.
22. Provide community service.

DEFINITION OF TERMS

LUNCH DETENTION: Student will spend lunch time in isolation studying; students will be allowed to eat lunch.

IN-SCHOOL INTERVENTION: The holding of a student in a specified limited area for the entire school day with the exception of necessary restroom privileges. An in-school detention may be from one to ten days in length. A student may do class assignments and receive credit for them during an in-school detention.

The following rules apply to () Detention () In-School Intervention

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

OUT-OF-SCHOOL SUSPENSION: The removal from school attendance and all school activity privileges for a period of one to ten days. Students are encouraged to do all work assigned during the period of out of school suspension to receive credit.

EXPULSION: The removal from attending school and all school activity privileges for 80 consecutive school days at any public school in the county. School work may not be made up for credit during the time a student is expelled from school. High school credit is also denied for any college courses taken during the time of expulsion.

INFORMAL DISCIPLINE

Informal discipline that may take place within the School includes:

- () writing assignments;
- () change of seating or location;
- () pre-school, lunch-time, after-school detention;
- () in-school discipline;

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 the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and 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. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. 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. Also, students being considered for expulsion are entitled to an

informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

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.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or 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 will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 3 days after receipt of the suspension notice, to Treasurer of the Board or the Superintendent. The request for an appeal must be in writing.

During the appeal process,

- () the student shall not be allowed to remain in school.
- () the student is allowed to remain in school unless safety is a factor.

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 extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days 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 a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(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(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 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 will be provided with a formal 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 may request an extension of time for the hearing. The student may be represented by his/her parents, 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 and the student's parents 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(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 14 calendar days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents 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 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 Postsecondary Enrollment Option 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.

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

SUSPENSION OF TRANSPORTATION PRIVILEGES

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or his/her 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. General housekeeping inspection of school property may be conducted with reasonable 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 the 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 prior to questioning and shall remain in the room during questioning.

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

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

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, non-commercial 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 may present them to the Principal twenty-four (24) hours prior to display.

SECTION V - TRANSPORTATION

TRANSPORTATION BY PRIVATE VEHICLES

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 assume full responsibility and liability for any transportation to and from school not officially provided by the School.

The following rules shall apply:

- () Students under age 18 must have written parent permission prior to driving to school.
- () Students are required to obey the parking lot speed limit of less than 10 mph.
- () The student must register their vehicle with the office.
- () Students must park in the overflow parking lot adjacent to the football stadium.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.

- () When the School provides transportation, students shall not drive to school-sponsored activities.
- () unless the student's parents provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 Parental Authorization and Release From Liability Form – which is approved by the principal.
- () An approved student driver may not transport other students to a schoolsponsored activity unless the parents of the approved student driver and the parents 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 – Parental Authorization and Release From Liability Form - which is approved by the principal.
- () All vehicles entering school property are subject to search and inspectio

PAULDING COUNTY OPPORTUNITY SCHOOL
COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY
(STUDENTS)

This document constitutes the School District’s Computer Network and Internet Acceptable Use Policy (“Policy”), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access (“Users”).

1. Definitions. For purposes of this Policy:

➤ The term “Network” shall mean the District’s group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users.

The rules of appropriate use and conduct created by this Policy apply to all District-owned computers and devices, even when such computers or devices are not connected with the Network. Such rules of appropriate use and conduct also apply to the use of privately-owned computers and mobile devices which are connected to the Network, communicate with Network Users by means of other non-District networks, or which are used in any way which is illegal, violates the Student Code of Conduct, or may be reasonably anticipated by District administrators to disrupt or materially interfere with school activities.

➤ The term “Use” of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.

2. Purpose and Use: The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with Administration to be informed whether or not a use is appropriate.

3. Users Bound by Policy in Accepting Access: The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.

4. Personal Responsibility: Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform a teacher immediately. Any improper use of your account, even if you are not the User, is your responsibility.

5. Reporting Misuse of the Network: Users must report any misuse of the Network to Administration. “Misuse” means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person’s property. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute bullying, sexual harassment, or a violation of the Student Code of Conduct.

6. Violating Policy with Personal Equipment: The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational, co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to [thirty (30)] days, unless the personal equipment has been provided to law enforcement officials.

7. Discipline for Violation of Policy: Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.

8. Waiver of Privacy: By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from e-mail) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all

messages and other data for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.

9. Confidentiality and Student Information: Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm. Users shall not engage or attempt to engage in unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.

10. District-Owned Equipment: Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to a Teacher. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of Technology Department. You may be held financially responsible for the expense of any equipment repair or replacement.

11. Unacceptable Uses of the Network: All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:

➤ **OFFENSIVE OR HARASSING ACTS:** Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not limited to pictures, text messages, e-mails or sexually-oriented content (“sexting”) in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District’s harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.

➤ **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.

➤ **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless

given permission by the System Administrator. Moving, “repairing,” reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.

➤ **USE OF OUTSIDE SERVICES AND APPLICATIONS:** All e-mail, document storage, blogs, social media, or any and all other services and applications (“apps”) must be provided or specifically authorized by the School District on its Network. The use of other providers of such functionality or storage (such as Google or Yahoo) through the Network is prohibited. Outside document storage, such as Google Docs, and other web-based services or applications, such as blog hosting and/or social media, may be used for education-related purposes with the express permission of the System Administrator, subject to an evaluation of student privacy.

➤ **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.

➤ **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use. Viewing of Copyrighted Movies is prohibited without Administration’s permission. Use of any program that allows copyright violations is prohibited.

➤ **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.

➤ **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.

➤ **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Wayne Trace Schools for the conduct of students in the school environment. Uses that improperly associate the School District with Users’ personal activities or to activities that injure the District’s reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another’s password or some other user identifier. Creating, possessing, copying, viewing, transmitting, downloading, uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.

12. Specific Limits on Communication Over the District Network:

➤ ***Expressing Opinion:*** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of

opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.

➤ **Large Group Mailings:** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as “all district” or “all building” are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send e-mails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.

13. System Security and Integrity: The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, social networking sites, e-mail addresses, applications, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or co-curricular, or extracurricular activities.

14. Filters: The School will have the following in continuous operation, with respect to any computers belonging to the School and having access to the Internet:

- a. A qualifying technology protection measure, as required by CIPA. The protection measures are designed to block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors; and
- b. Procedures or guidelines that provides for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.

Such procedures or guidelines will be designed to:

- a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
- b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- e. Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.

15. Training Related to On-line Behavior: Pursuant to Federal law, students shall receive education about appropriate on-line behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms of direct electronic communications, and cyberbullying awareness

and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors on line; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

16. No Warranties Created: By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

17. Updates to Account Information: You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify Administration or other person designated by the School District to receive this information.

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321
Children's Internet Protection Act of 2000, 47 USC § 254 (h), (l)
Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

2021-2022
DAILY SCHEDULE OF INSTRUCTION

8:00-8:20	Breakfast and Morning Work
8:20-8:40	Journal Writing, CNN 10 and DOL
8:40-9:40	Math
9:40-9:50	Break
9:50-11:00	English/Language Arts
11:00-12:00	Lunch at Paulding MS/HS
12:00-12:30	Health/Phys. Ed/Art
12:30-1:15	Social Studies/Credit Recovery
1:15-1:25	Break
1:25-2:10	Science/Credit Recovery
2:10-2:30	Study Hall/Technology

2-Hour Delay

10:00-10:20	Breakfast and Morning Work
10:20-11:00	Math
11:00-12:00	Lunch at Paulding MS/HS
12:00-12:40	English/Language Arts
12:40-1:15	Social Studies/Credit Recovery
1:15-1:25	Break
1:25-2:10	Science/Credit Recovery
2:10-2:30	Journal Writing, CNN 10 and DOL

3-Hour Delay

11:00-12:00	Lunch at Paulding MS/HS
12:00-12:30	Math
12:30-1:00	English/Language Arts
1:00-1:30	Social Studies/Credit Recovery
1:30-2:00	Science/Credit Recovery
2:10-2:30	Journal Writing, CNN 10 and DOL