



LACROFT ELEMENTARY SCHOOL

PARENT & STUDENT HANDBOOK
2019-2020

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● Throughout this handbook, the term parent refers to a parent, guardian, or any person having legal custody of and responsibility for the student.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parent(s) may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parent(s)' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. It should be noted that not all circumstances can be foreseen in any single document. Unforeseen situations or circumstances not specifically addressed by this handbook will be subject to administrative discretion. This handbook supersedes all prior handbooks and other written material on the same subjects.

MISSION OF THE CITY SCHOOL DISTRICT

The mission of the East Liverpool City Schools is to ensure that all students of the community reach their fullest potential by using the best physical and human resources in partnership with family and the mission community.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this District to provide an equal educational opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Superintendent of Schools
(330) 385-7132

The complaint procedure is described in the Appendix of this handbook.

The complaint will be investigated and a response, in writing, will be given to the concerned person within five days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District and/or its agents threaten or retaliate against anyone who raises or files a complaint.

SCHOOL OFFICE HOURS

LaCroft Elementary School office is open from 7:30 A.M. until 3:30 P.M. on all days of instruction.

School Calendar 2019-2020

Classes for students in grades 1-4 will begin on Monday, August 26, 2019. Kindergarten students first day will be Thursday, August 29, 2019.

September 2, 2019	Labor Day
October 3, 2019	Parent/Teacher Conferences
October 4, 2019	Compensatory Day (No School)
November 27-29, 2019	Thanksgiving Vacation (No School)
December 23, 2019-January 3, 2020	Holiday Break (No School)
January 6, 2020	Return to school
January 20, 2020	Martin Luther King Day (No School)
February 13, 2020	Parent/Teacher Conferences
February 14, 2020	Compensatory Day (No School)
February 17, 2020	President's Day (No School)
February 18, 2020	Teacher In-service (No School)
April 10-April 13, 2020	Easter Break (No School)
May 25, 2020	Memorial Day (No School)
May 29, 2020	Last Day of School

Grading Periods

Period 1	Begins August 26, 2019	Ends October 25, 2019
Period 2	Begins October 28, 2019	Ends January 17, 2020
Period 3	Begins January 21, 2020	Ends March 27, 2020
Period 4	Begins March 30, 2020	Ends May 29, 2020

Interim Report Dates:

September 27, 2019	December 6, 2019	February 13, 2020	April 24, 2020
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LaCroft Time Schedule

7:30	Students may enter the building.
8:05	Tardy Bell
2:20	Dismissal

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students will be expected to follow the directions of those vested with school authority and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parent(s) have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, mail and/or hand delivery may be used to ensure contact. Parent(s) 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.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. In the event of extenuating circumstances, the student should seek help from the building staff.

STUDENT WELL-BEING

Student safety is a responsibility for everyone. Staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical form completed, signed by a parent, and filed in the School office. A student may be excluded from School until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office.

INJURY AND ILLNESS

All injuries must be reported to any staff member at once.

A student who becomes ill during the school day should request permission from the teacher or staff member to go to the office. The office will contact the parent(s), and the parent(s) will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

If the building principal or designee determines that the illness or injury requires immediate and emergency treatment, the school will contact an ambulance company to provide for emergency transportation and will notify the parent(s) that the student is being sent by ambulance to the East Liverpool City Hospital Emergency Department.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance district in which they live.

If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it must be done through the Office of the Superintendent.

Students that are new to the school district are required to enroll with their parent(s) or legal guardian. When enrolling, the parent(s) will need to bring:

Birth certificate or similar document,
Court papers allocating parental rights and responsibilities, or custody (as appropriate),
Proof of residency,
Proof of immunizations
Social security number

In some cases, a temporary enrollment may be permitted. If that is done, the parent(s) will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. East Liverpool City Schools will assist in obtaining the transcript, if not presented at the time of enrollment.

A student who has been expelled by another district temporarily may be denied admission to the District's schools during the period of expulsion even if that student would otherwise be entitled to attend school with the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either a.) A written request signed by the parent(s) or a person whose signature is on file in the School office or b.) The parent(s) coming to the School office to request the release. No student will be released to a person other than the custodial parent(s) without a permission note signed by the custodial parent(s) or other legal authorization. **Phone or walk in early dismissal requests must be made prior to 1:30PM. Students will not be released after 1:45 p.m. until regular school dismissal time.**

BUS CHANGES FOR THE YEAR

Beginning for the 2019-20 school year, LaCroft Elementary will no longer accept bus changes over the phone. Due to safety concerns and student/family confusion during dismissal, families can have a bus pass for home and one alternative pass (alternative passes can be used for Daycare providers, grandparents' home, other parent's home, etc.) Parents must communicate with their teacher by sending a note of any change in the student's ride home in the morning. It's imperative that our families communicate with our staff and set up a routine and schedule so that students are not confused or worrying how and where they are going after school.

If at any time the need to change the alternative bus pass because of a change at home, parents may call the office to set up a new bus pass to accommodate family needs.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from the school, the parent(s) must notify the Principal. School records shall be transferred within fourteen (14) days to the new school district. (Fourteen days are required by missing children laws.) Parent(s) are encouraged to contact the principal for specific details.

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal shall remove the student or require compliance within a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

Immunization Requirements

Unless given a waiver, students must meet the following requirements:

Immunizations needed:

DTaP/DT Tdap/Td Grades K-4: Four (4) or more doses of DTaP or DT, or any combination

MMR Grades K-4: Two (2) doses of MMR

HEP B Grades K-4: Three (3) doses of Hepatitis B

Polio Grades K-3: Three (3) or more doses of IPV
Grades 4: Three (3) or more doses of IPV or OPV

Varicella Grades K-3: Two (2) doses of varicella prior to school entry
Grades 4: One (1) dose of varicella on or after first birthday

For further explanation visit the Ohio Department of Health website at www.odh.ohio.gov

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent(s) in order to participate in any school activity. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The School has made the Form available to every parent at the time of enrollment. **The Emergency Medical Authorization Form will be sent home with your student the first day of school.** Failure to return the completed form to the school by Friday of the second week of school will jeopardize a student's enrollment status.

USE OF MEDICATIONS

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

- A. Parent(s) should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Record Release Form must be filed with the building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal's Office.
- D. Medication that is brought to the office will be properly secured. Medication should be conveyed to school directly by the parent(s). A two to four (2-4) week supply of medication is recommended.
- E. Any unused medication unclaimed by the parent(s) 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 parent(s) shall instruct their child to take the medication at the scheduled time.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent(s)' written release.

NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

Parent(s) may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other provisions described above under Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent(s) to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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 staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease, such as lice, ringworm, chicken pox, etc.

Specific 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 for the infected, infested, or contagious period as specified in Board policy and/or the School's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of no casual-contact, communicable diseases, the School still have the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

No casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parent(s) will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. All testing is governed by laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The East Liverpool City School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parental involvement in this procedure is required. More importantly, the School wants the parent(s) to be active participants. To inquire about the procedure or programs, parent(s) should contact the Office of Special Education at 385-7132.

Parent, who believes their child may have a disability that impacts student performance or participation or substantially limits major life activities of their child, should contact the Office of Special Education at 385-7132.

STUDENT RECORDS

Many student records are kept by school personnel. There are two (2) basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parent(s) of the student restrict the information, in writing, to the Principal. According to Board of Education Policy 8330, directory information includes: "a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; and scholarships."

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parent(s), the adult student, or a surrogate (who has been appointed in accordance with laws governing the education of the handicapped). The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The School must have the parent(s)' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent(s) through the originator and parent(s) should keep copies of such records for their home file. Parent(s) may also provide the School with copies of records made by non-school professional agencies or individuals.

Students and parent(s) have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the Administrative Assistant for Personnel, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

STUDENT FEES, FINES, AND CHARGES

The school charges specific fees for some activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

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

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

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

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with Board policy and school guidelines. The following general rules will apply to all fund-raisers.

Students involved in the fund-raiser are not to participate in fund-raising activities during the school day.

A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the staff member serving as advisory for the activity.

No student is permitted to sell any item or service in school. Violation of this may lead to disciplinary action.

Students will not be solicited by other students.

STUDENT VALUABLES

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

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, cell phones, electronic devices or irreplaceable items should not be brought to school. The School may confiscate such items and return them to the student's parent(s).

Cell phones and two-way communication devices are discouraged in the Elementary school. These devices must be turned off (i.e., they cannot send or receive transmission in doors.) **Silent and vibrating modes are not permitted during the school day, including the bus ride home. All cell phones must stay in book bags or back packs during the school day and on the bus. The school is not responsible for lost or stolen items.**

Damage to or loss of school equipment and facilities undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parent(s) will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Conduct Rules and/or criminal prosecution.

MEAL SERVICE

The School participates in the National School Lunch & Breakfast Program and makes breakfasts and lunches FREE of charge to students. Ala carte items are available for purchase (**except for kindergarten**). Students may also bring their own lunches to school to be eaten in the school's cafeteria. **No fast food or soda pop is permitted.**

FIRE, TORNADO and LOCK DOWN DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires.

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

School District website

Television: WTOV Channel 9, WFMJ Channel 21, WKBN Channel 27, WYTV Channel 33

Please check your cable or satellite directory for the correct local listing.

Parent(s) and students are responsible for knowing about emergency closings and delays. **On a two hour delay, students are not to be dropped off at LaCroft Elementary prior to 9:30 am.**

VISITORS

Visitors, particularly parent(s), are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the School to sign in. Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he must call for an appointment prior to coming to the School in order to prevent any inconvenience.

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

LOST AND FOUND

The lost and found area is in the school office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items may be given to charity at the close of the school year. Students who find items should turn them into the school office.

USE OF TELEPHONES

Office telephones are not to 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 parent(s) 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

No announcements or posting of outside activities will be permitted without the approval of the Principal and must be in accord with Board policy and law. A minimum of twenty-four (24) hours' notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

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 curricular, co-curricular, and extra-curricular programs. No student may participate in any school-sponsored trip or program without parental consent. **Students may be denied the privilege to participate in a field trip with excessive violations of the Student Code of Conduct.**

GRADES

Our school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired 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 in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

A (93%-100%) = Excellent achievement

B (85%-92%) = Good achievement

C (75%-84%) = Satisfactory achievement

D (70%-74%) = Minimum-Acceptable achievement

F (0%-69%) = Failure

I = Incomplete

Grading Periods

Students shall 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, notification will be provided to the parent(s) so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade is based on the following criteria:

1. Promotion will align with the third grade guarantee state mandate.
2. Current level of achievement
3. Potential for success at the next level
4. Emotional, physical, and/or social maturity

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for academic performance.

Homework will be used for enhancing the student's learning.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parent(s) must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy.

Unless exempted, each student will be expected to pass the appropriate Ohio Achievement Assessment. Make-up dates are scheduled, but unnecessary absences should be avoided.

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

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

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

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information, and/or parental consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that all students be in attendance each school day in order not to miss a significant portion of their education. Learning results from active participation in classroom and other school activities which cannot be replaced by individual study.

Compulsory education in Ohio has been established by law for many years (ORC 3321.03) and each parent, guardian, or other person having charge of any child of compulsory school age must send such child to school for the full time the school attended is in session.

During the course of a school year, the district will accept ten (10) parental excuses. After the acceptance of the ten parental excuses, a physician's excuse is required.

Truancy

All children under the age of eighteen are required to attend school. Truancy is willful absence from school.

Excused and Unexcused Absences

When no written excuse for an absence is provided, the absence will be unexcused. **After 10 parental excuses, parents will need to provide the school office with an explanation of the reason for the student's absence from a registered physician. If there is no physician excuse, the absence will be considered an unexcused absence.**

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the Principal, a student may be given missed work but may not receive credit for make-up work.

The skipping of classes or any part of the school day is considered an unexcused absence and the student may not receive credit for graded work that is missed. Disciplinary action will follow.

Excused Absences

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

- Personal illness (a note from the doctor may be required and verified)
- Death in the family
- Quarantine
- Religious holidays (may require documentation)
- Medical and Dental Appointment – It is expected that all medical and dental appointments will be scheduled at times other than during the school day. When that is not possible, time out of school for such appointments is considered an excused absence if accompanied by a signed note from the parent as well as a verified and signed note from the professional. All notes signed by the professionals must be current and not postdated.
- Vacations: Vacation days must be pre-approved using the required form five (5) days prior to the vacation beginning. Vacation days scheduled during state mandated testing will **not** be approved. Vacation days count toward the 10 (ten) allowed absences per year.

In situations with extenuating circumstances, the Building Administrator will make the final determination.

Notification of Absence

By 9:00 AM, on the day of the child's absence, parents should notify the school's call off line at [330-386-1079](tel:330-386-1079). The message should identify the day of absence and a brief explanation for the absence. Parents will receive a telephone message for any absent student. **If phone numbers change during the year, please contact the school with the corrected information.**

If the absence can be foreseen, the parent(s) should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up missed school work.

Returning from an Absence

When a student returns from any absence, they must bring a written note from the parent that must contain **the name of the student, all dates of absences, reason for the absence, and signature of the parent.** If the student visited a doctor, dentist, and/or was in the hospital, notes verifying this must be on the stationery of the doctor or dentist. Parent phone calls are not sufficient to record an absence as excused. Students have two (2) school days in which to submit valid excuses. Any excuse brought in after two (2) school days will be filed, but absence will be noted as **unexcused.**

When returning after an absence all students are to stop at the following areas in the building with their notes.

- **LaCroft and North Elementary** - Students will report to the classroom teacher who will send the excuse to the office.
- **East Liverpool Middle School** –Students will report to the guidance office.
- **East Liverpool Jr. High School** – Students will report to the guidance office.
- **East Liverpool High School** – Students will report to the attendance office.

Make up Work

Students will have the same number of absent days plus one (1) extra day to return make-up work assigned during their absence to each teacher. When the absence is unexcused any graded work that was missed will be recorded is averaged into the grade for that grading period as a zero (0). It is the responsibility of the student to request, complete, and returns the makeup work on time.

If a student is absent more than 2 consecutive days, parents may phone in a request for makeup work to be picked up or sent home. Work will be prepared and will be available by the end of the next school day of the request. It is the responsibility of the student to make arrangements with the teacher(s) as soon as the student returns to make up quizzes, tests, and exams missed while absent.

Unexcused Absences

Any student who is absent from school for all or any part of a day without a legitimate excuse shall be considered truant and the student and his/her parent(s) shall be subject to the truancy laws of the State of Ohio. (HB181)

After 10 parental excuses, parents will need to provide to the school office with an explanation of the reason for the student's absence from a registered physician. Physician notes cannot be postdated.

Three tardies to school will be recognized as one unexcused absence when calculating student overall attendance.

If the absence is unexcused or unauthorized by the Principal, a student may be given additional work to replace lost classroom time, instruction, and experience.

Tardiness

A student who is not in his/her assigned location prior to 8:05 a.m. shall be considered tardy. Any student arriving to school after 9:05 a.m. will be recorded as a half-day absence to school. Any student arriving late to school must report to the school office before going to class.

Habitually Truant

LaCroft Elementary School endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines about tardiness and unexcused absences.

When the school determines a student has been truant, and that the parent, guardian or other person having care has failed to ensure a child's attendance at school, state law and board policy will require the parent to attend a specified educational program. A **habitually truant child** is any child of compulsory age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 hours in a month or 72 hours in one school year. The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or school official will send notification requiring the parent or guardian to attend a parental educational program. Parents/guardians will be notified of the number of absences and/or tardies through written communication, phone calls, report cards, progress reports and parent conferences. Intervention strategies include the following if applicable:

1. Provide a truancy intervention plan that meets state law requirements for any student who is excessively absent from school
2. Provide counseling for students who are habitually truant under state law
3. Requesting or requiring a parent of a habitually truant student to attend parental involvement meetings
4. Requesting or requiring a student to attend truancy mediation programs
5. Taking appropriate legal action

The attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one month or 65 or more hours in one school year within seven days after the date of the absence triggering the notice

Absence Intervention Plan

When a student's absences surpass the threshold for a habitual truant, the attendance office or principal will assign the student to an absence intervention team within 10 days of the triggering event. The team will include a building representative and may include a school psychologist, counselor, social worker or representative from an agency designed to assist students and their families in reducing absences. If the student's parent/guardian is unresponsive the school will investigate whether the failure to respond triggers mandatory reporting to

children's services and proceed with developing a plan. A complaint will be filed with the Columbiana County Juvenile Court for any student who fails to make reasonable progress on the absence intervention plan.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The School encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event

STUDENT CONDUCT RULES East Liverpool City School District

Part I - Rights and Responsibilities. Students attend the East Liverpool Schools under the direction of state law and with benefits of constitutional protection for their rights as citizens. They therefore can act, speak, or behave as young citizens within a large scope of options. This code, published in conformity with Ohio Revised Code Section 3313.661 specifies the school's expectations. Schools have a right to reasonable behavior from students. Freedom carries with it responsibilities for all concerned.

Part II - Conduct Code: A violation of any of the following rules may result in disciplinary action such as detention, removal, suspension, expulsion, and/or permanent exclusion.

Rule 1. Disruption of School: A student shall not by use of violence, force, coercion, or threat cause material disruption or obstruction to the carrying on of a normal school day, including all curricular and extra-curricular activities. Students also will not advocate nor incite others to cause disruption of the education process or to violate school rules.

Rule 2. Damage and/or Theft of Property: A student shall not cause or attempt damage and/or theft to school or private property on school premises during a school activity, function, or event on school grounds.

Rule 3. Assault or Aggressive Behavior (Physical and/or menacing): A student shall not act or behave in such a way as could cause or threaten to cause physical injury to another person. Violations are subject to removal, suspension, expulsion, and/or permanent exclusion.

Rule 4. Dangerous Weapons and Instruments: A student shall not possess, handle, transmit, or conceal any object which could be considered a weapon or instrument of violence capable of harming another person.

Rule 5. Tobacco and Alcohol: A student shall not possess, use, transmit, distribute, conceal, or be under the influence of tobacco or alcohol.

Rule 6. Narcotics and Drugs: A student shall not possess, use, transmit, distribute, conceal, or be under the influence of narcotics, drugs, or look alike substances.

Rule 7. Insubordination: A student shall not disregard or refuse to obey reasonable directions or commands given by school personnel or those individuals vested with school authority.

Rule 8. Frightening, Degrading, or Disgraceful Acts: A student shall not engage in any act which frightens, degrades, or disgraces other persons by written, verbal, or gestural means.

Rule 9. Profanity and/or Obscene Language: A student shall not use profanity or obscene language. This includes written, verbal gestures, signs, pictures, or publications.

Rule 10. Inappropriate Dress: A student shall not dress or appear in a fashion deemed inappropriate under Board of Education policy.

Rule 11. Truancy/Absences without Permission: Students shall not be permitted to leave school or assigned classes without consent of the building principal and in accordance with Board of Education policy. Students and parent(s) have the responsibility to cooperate in such cases with school officials. Excessive absence is also considered a parental responsibility without documentation from a doctor.

Rule 12. Excessive Tardiness: Students and parent(s) have the responsibility to cooperate in such cases with school officials. Excessive tardiness is also considered a parental responsibility without documentation from a doctor.

Part III - Scope: The above Rules of Conduct apply to all students attending the East Liverpool City Schools and involved in activities of the regular school day, during all school-related activities, and while riding on school-owned or school provided transportation.

Part IV - The East Liverpool Board of Education established these Rules of Conduct as its intent to comply with the Ohio Revised Code Section 3313.661 and designated the Superintendent of Schools or his/her designee as the hearing officer for suspension appeals. The hearing officer shall establish the ground rules for appeal hearings, determine procedures, decide who shall be present, and other details.

East Liverpool Dress and Grooming

General Statement: Part of the total education of the students is learning to dress appropriately and behave responsibly in a variety of situations. Attendance at school and school-related functions is a specific situation which requires the student to use good judgment. Students are expected to dress in a manner that is appropriate to the school environment and does not cause disruption to the academic process. Research has shown a correlation between appearance and behavior, especially in the school setting. These regulations will assist parents, students, faculty and administrators in determining appropriate student standards for dress while at school or school-sponsored activities.

- Parents and students maintain responsibility for their dress and personal appearance.
- When any dress or grooming interferes with the cleanliness, health, welfare or safety of students, or when any dress or grooming disrupts the educational process by being distracting, indecent or inappropriate to the educational process, it is prohibited.
- Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require more strict standards regarding dress and appearance for participants in their program or activity.
- The Principal, with the assistance of the faculty, has the responsibility of uniformly administering the dress code. The decision of the Principal is final.
- As new trends in fashion or dress are accepted or become out of date, the District reviews the changing standards of the community served.

SCHOOL DRESS CODE GUIDELINES

1. Wearing apparel (including T-shirts, sweat shirts, blouses, jackets, and sweaters) with objectionable writing, pictures, and patches is not acceptable for school wear. Objectionable writing includes, but is not limited to, language referring to tobacco, alcohol, drug use, or to language determined to be obscene, profane, pornographic, frightening, disgraceful, or degrading.
2. Loose fitting shorts will be acceptable so long as the bottom of the shorts extend beyond the fingertips of both hands when the student stands erect with his/her arms extended at the side:
 - a. Acceptable shorts: walking, golf, and dress, jeans shorts with hems, jams and skorts.
 - b. unacceptable shorts: hiker, boxer, swim trunks, cut off sweat pants, unhemmed jeans, gym or sanitary shorts, physical education class shorts, layer and spandex pants worn as outer garments are not permitted.
3. Dress or skirt length requirement will be the same as for shorts (beyond the fingertips when students are standing erect). All clothing should be well fitting and not objectionable.

4. While sleeveless tops will be permitted, no tank tops, muscle shirts, spaghetti straps or halter tops are acceptable. Also, exposed midriffs are not permitted. This restriction also applies to “fish net” garments worn without an undergarment.
5. All head hair and facial hair should be clean and well-groomed so as not to impair vision or present a health or safety hazard to anyone.
6. Shoes or sandals must be worn at all times. **Shoe/Sandals must be securely fastened to the foot by a tie, strap, or back support. NO flip flops permitted.**
7. Sunglasses or colored spectacles are not to be worn indoors unless prescribed by a physician. A physician’s statement must be on file in the principal’s office.
8. Bandannas, hats, and other headwear cannot be worn indoors.
9. Students may not possess in school any of the following items: pagers, “beepers,” and personal electronic devices (e.g., tape or compact disc players, boom boxes, etc.). Any exception must have the express permission of the administration.
10. Gang dress, unauthorized club symbols, or colors which denote affiliation are prohibited.
11. Sweatpants will be permitted so long as they are appropriately fitted.
12. In no way shall undergarments be permitted to be exposed.
13. Other ornamentation that attracts undue attention or is distracting or disruptive to classes is prohibited.
14. There will be no book bags permitted to be carried between classes in school during the school day.
15. No body piercing jewelry other than earrings will be permitted to be worn.
16. Tattoos displaying objectionable material must be covered. Objectionable material includes, but is not limited to, material determined to be obscene, profane, pornographic, frightening, disgraceful, or degrading.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. All items must meet school guidelines.

A material cannot be displayed if it:

1. is obscene to minors, libelous, 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 presents a likelihood of disrupting school or a school event.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

DUE PROCESS RIGHTS

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

Suspension from School

When a student is being considered for any suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parent(s) will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within ten (10) days after receipt of the suspension notice, to the superintendent or designee. The request for an appeal must be in writing.

Any missed school work will be available for pick up in the school office to be completed at home. Grades will not count unless the suspension is over turned.

The appeal to the Superintendent shall be conducted in a private meeting, and the student is entitled to bring representation of his/her choice. If the Superintendent's decision is to uphold the suspension, the next step in the appeal process is to the Board of Education. The parent(s) must request a time for a hearing and state whether the request is for the hearing to be held in public or executive session. The parents are entitled to bring representation of their choice. **Any action of the Board of Education for suspensions/expulsions must be taken in public session.**

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parent(s). Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent or designee during which the student may be represented by his/her parent(s), legal counsel, and/or by a person of his/her choice.

Within ten (10) days after the Superintendent notifies the parent(s) of the expulsion, the expulsion may be appealed to the Board of Education. The appeal will also be formal in nature with sworn testimony before the Board of Education. Again, the parent(s) are entitled to bring representation of their choice. All opportunity to earn grades or credit ends when a student is expelled. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

The school makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent(s) have questions regarding the appropriateness of an in-school disciplinary action, they should contact the school principal.

Discipline of Students with Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973. For a disabled student to be expelled or suspended for more than ten (14) days, a review committee must determine the following:

- 1) the Individual Education Program (I.E.P.) is current and complete;
- 2) The student has been appropriately placed, as indicated by the I.E.P.
- 3) the disruptive behavior is not related to the disabling condition; and
- 4) The evaluation data are appropriate.

SEARCH AND SEIZURE

Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. **Unannounced visits and random checks by the police departments and drug dogs may occur.**

Students are provided cubbies, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school district and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Students, their belongings, and associated school property may be searched. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which are prohibited on school property and which have been confiscated.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The School is here for the benefit of the students. The staff is here to assist a student in becoming an educated adult capable of succeeding in life and the work force. If a student has suggestions that could improve the School, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear repercussions for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal.

A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

Bullying and Hazing

Bullying and Hazing includes many different behaviors directed at coercing or demeaning another person. Such acts are intentional, repeated, and causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by any individual subject to hazing does not lessen the prohibition contained in this policy.

Bullying and hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the School District shall encourage, permit, condone, or tolerate any such activities. No student, including leaders of student organizations, shall plan encourage, or engage in any hazing.

Administrators, faculty members, and all other employees of the School District shall be particularly alert to possible conditions, circumstances, or events where bullying may occur, If Hazing or planned hazing is discovered involved students shall be informed of the discovery by the discovering school employee and the prohibition contained in this policy and shall be required to end all hazing activities immediately. All Hazing incidents shall be reported to the Superintendent.

Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil or criminal penalties in compliance with State Law.

HAZING AND BULLYING – Board Policy JFCF
(Harassment, Intimidation and Dating Violence)

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

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

HAZING AND BULLYING – Board Policy JFCF-R (Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening emails, website postings or comments and instant messages;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence, as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, and bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

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

4.False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

Intervention Strategies

1.Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2.Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

When hazing and/or bullying is based on race, color, national origin, sex, or disability, and the behavior creates a hostile environment, the hazing and bullying investigation is suspended while the applicable nondiscrimination grievance procedures are implemented.

B. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required time lines.

Report to the Custodial Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the custodial parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from new or additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/her Custodial Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the custodial parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the custodial parents or guardians of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the custodial parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of State law or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

SECTION IV - TRANSPORTATION

Bus Transportation to School

The school provides bus transportation for all students who live farther than one mile from school. The bus schedule and route are available by contacting the Central Office at 385-7132.

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

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building Principal stating the reason for the request and the duration of the change and the Principal approves.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (five minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;

- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- report immediately to a seat and be seated.

During the trip

Each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat or play games, cards, etc.;
- not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal (which may be a motion to return to the curb or the sounding of the bus horn) from the driver.

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

Videotapes on School Buses

The administration has the right to install video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Conduct Rules and may be deprived of the privilege of riding on the bus.

TITLE VI, IX, 504 GRIEVANCE FORM

Building _____ Date _____ Time _____

Step 1 - Statement of Grievance _____

Signed - Grievant

Reported to: _____ Principal or Supervisor

Disposition _____

Signed _____ Date _____

Grievance Satisfactorily Settled: Yes _____ No _____

If not, referred to Superintendent or Coordinator of Titles VI and IX and 504

Signed _____ Date _____

Step 2 - Disposition _____

Grievance Satisfactorily Settled: Yes _____ No _____
If not, referred to the Board of Education

Signed

Date

Step 3 - Disposition _____

Grievance Satisfactorily Settled: Yes _____ No _____

Step 4 - Appealed to: _____

Signed

Date

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES FOR
TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AGE ACT, AND ADA

Nondiscrimination

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, social or economic background, or any other characteristic to learn through the curriculum offered in this District.

Complaint Procedure

Section I

If any person believes that the East Liverpool City School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, VI, and VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

Administrative Assistant for Personnel
810 W 8th Street
East Liverpool, Ohio 43920

(330) 385-7132

Generally speaking, discrimination under Titles III, VI, and VII of the Civil Rights Act refers to discriminatory acts on the basis of race, color, creed, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, social or economic background, or any other characteristic. Discrimination under Title IX refers to a restriction of activities on the basis of gender. Discrimination under the Age Act refers to discriminatory acts on the basis of age. Discrimination under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act refers to acts of discrimination against an individual who has physical or mental impairments and: a) such impairments substantially limit one or more major life activities; b) the individual has a record or such an impairment or is regarded as having such an impairment.

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

2260 F8

Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, and Washington, D.C. 20201.

The District's Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the District Coordinator's office.

5530 F2

MEMORANDUM TO PARENT(S) REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs (both legal and illegal) include but are not limited to any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. These also include both legal and illegal substances. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including permanent exclusion from school. When required by State law, the District will also notify law enforcement officials.

8330 F9

NOTIFICATION TO PARENT(S) REGARDING STUDENT RECORDS

The Administrative Assistant for Personnel is the Custodian of Records and is responsible for the supervision of student records at the school. (His) (Her) office is located at 810 W. 8th Street, East Liverpool, Ohio or s/he can be reached by calling (330) 385-7132.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parent(s) or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.

A parent or adult student has the right to:

- A. inspects and reviews the student's education records within fourteen (14) working after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent(s) or adult student of the time and place where the records can be inspected.
- B. request amendments if the parent(s) or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent(s) or adult student believe is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law. Board policy and the school's Administrative Guideline 8330 describe those exceptions and are available upon request.
- D. challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent(s) or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. files a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- F. Obtain a copy of the District's policy and administrative guideline on student records (#8330).
- G. receive notice of any request for records released pursuant to Board of Education Policy

The District has established the following information about each student as "directory information":

Each year the District will provide public notice to students and their parent(s) of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; and scholarships. (Board of Education Policy 8330)

The District will make the above information available upon a legitimate request unless a parent or adult student notifies the School in writing within ten days from the date of this notification that s/he will not permit distribution of any or all such information.

8453.01 F5

NOTIFICATION TO PARENT(S) ON BLOOD-BORNE PATHOGENS

Dear Parent(s):

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parent(s) or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parent(s) of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the School Nurse at (330) 385-7132.

East Liverpool City School Acceptable Use Policy

Introduction

The East Liverpool City School District (ELCSD) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on school Property, including:

- The ELCSD network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our Policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- ELCSD makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

ELCSD may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. This Acceptable Use Policy applies to both school-owned technologies equipment utilizing the ELCSD network, the ELCSD Internet connection, and/or private networks/Internet connections accessed from school-owned devices at any time. This Acceptable Use Policy also applies to privately-owned devices accessing the ELCSD network, the ELCSD Internet connection, and/or private networks/Internet connections while on school property. As new technologies emerge, ELCSD will seek to provide access to them. The policies outlined in this document cover *all* available technologies now and into the future, not just those specifically listed or currently available.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

ELCSD provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored and web

activity records may be retained indefinitely. Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the teacher should submit a request for website review through the ELCSD Technology Service Ticket Help Desk.

Email

ELCSD may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or entrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social Media/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, ELCSD may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

Mobile Devices Policy

ELCSD may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should immediately report any loss, damage, or malfunction to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students should keep personally-owned devices (including laptops, iPods, iPad, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Because of security concerns, when personally-owned mobile devices are used on school property, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices. Please remember, this Acceptable Use Policy applies to privately-owned devices accessing the ELCSD network,
The ELCSD Internet connection and private networks/Internet connections while on school property.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or entrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run “.exe” programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites and only for education purposes. Network storage is provided for users for educational purposes only.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet. Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, and social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyber bullying

Cyber bullying will not be tolerated. Harassing, disusing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of

privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

Online Safety Course

ELCSD will also educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness, and response.

Limitation of Liability

ELCSD will not be responsible for damage or harm to persons, files, data, or hardware. While ELCSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function; it makes no guarantees as to their effectiveness. ELCSD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges;
- Notification to parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action, up to and including termination of employment;
- Legal action and/or prosecution.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment When using school technologies.

Examples of Unacceptable Use

I will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content; intent to seek inappropriate images or

content is a violation of this Acceptable Use Policy.

- Create a personal mobile “hot-spot” or utilize a “proxy site” for the purpose of circumventing network safety measures and filtering tools.
- Create, distribute or deploy multi-user servers or gaming software on or within the ELCSD network.
- Engage in cyber bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school’s safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post or otherwise disclose personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn’t intended for my use. This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

**East Liverpool City Schools Acceptable Use Policy
2019-2020**

To be completed annually by Students and/or Staff:

I have read & understand this Acceptable Use Policy and agree to abide by it:

(Student or Staff Signature) (Date)
(Student or Staff Printed Name)

To be completed annually by Parents/Legal Guardians of all students:
I have read and discussed this Acceptable Use Policy with my child:

(Parent Signature) (Date)

(Parent Printed Name)

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

We, _____ and _____
Parent/Guardian Student

have received and read the _____. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the East Liverpool City School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

Parent/Guardian Signature

Student Signature

Date

PLEASE RETURN TO THE OFFICE OF THE PRINCIPAL