

# AMANDA-CLEARCREEK

PRIMARY (K-2) and  
ELEMENTARY (3-5)



2018-2019

# STUDENT HANDBOOK

*Board of Education Adopted April 9, 2018*

# STUDENT HANDBOOK

## GENERAL INFORMATION

This handbook contains important information regarding our schools. It is your responsibility to read and discuss with your parents the rules in the handbook and follow them.

This school year, the challenge for us is to continue to raise the bar to meet higher academic expectations. Your success at school, and especially in the classroom and maintaining safe interactions with the educational staff and your peers, is to be your focus. Our role is to help you keep your focus and assist you in any way necessary. We will continue the high standards and expectations of proper conduct and respect for our school, our teachers, secretaries, nurses, aides, cooks, custodians and bus drivers and most of all you - our students.

Let's go ACES-have a great year!

Mrs. Becky Wagner  
Primary Principal

Mrs. Theresa Pinkstock  
Elementary Principal

## RATIONALE FOR THE HANDBOOK

The purpose of this handbook is to inform students and their parents/guardians what is expected of them when they attend Amanda-Clearcreek Primary and Elementary School. The reason for establishing rules, policies, and procedures is to ensure each student receives a first-class education. We hope to create a safe, orderly environment for students and to help all students reach their maximum potential. This handbook will familiarize you with all the policies and procedures of our school.

## AMANDA-CLEARCREEK SCHOOLS VISION STATEMENT

The Amanda-Clearcreek School District's vision is to prepare graduates to become productive community members and life-long learners. We strive to create a learning environment that provides students with the opportunity to reach their maximum potential.

## AMANDA-CLEARCREEK SCHOOLS BELIEF STATEMENT

1. All students can learn.
2. All students have the right to a quality education.
3. All students should be treated with respect and dignity.
4. Learning is a shared responsibility of the student, the home, the school, and the community.

## AMANDA-CLEARCREEK SCHOOLS MISSION STATEMENT

Academic Commitment to Excellence and Success

## AMANDA-CLEARCREEK PRIMARY PROMISE

I am a little ace. I will always:

- ♣ Accept others
- ♣ Commit to learning and
- ♣ Exhibit good character.

That is what good little aces do!

<u>TABLE OF CONTENTS</u>	<u>Page #</u>
Absences/ Attendance	2
Arrivals & Dismissals	2
Cell Phones	3
Communication	3
Computer Use	3
Computer Use Policy – Appendix B	15
Conceal Carry	3
Discipline	3
Dress Code	7
Emergency Authorization Form	8
Emergency Medical Treatment	8
Emergency Plan	8
Fees and Fines	8
Field Trips	8
Grading System	9
Homework	9
Lost & Found	9
Lunch Program	9
Medical Info/Medication	10
Playground Safety/Recess Determination	11
Records	11
Retention/Promotion	11
School Closings, Delays, Dismissals	11
Telephone Use	12
Toys	12
Transfer of Students	12
Video Surveillance	12
Visitors	12

## QUICK INFO:

### PHONE NUMBERS

*District Office – 740-969-7250*

*Elementary – 740-969-7253*

*Primary – 740-969-7254*

*Transportation – 740-969-7366*

### WEBSITE

[www.amanda.k12.oh.us](http://www.amanda.k12.oh.us)

### TIME SCHEDULE

*The school day is:*

♣ *Primary - 8:50 AM until 3:50 PM*  
*-Drop off begins at 8:45 AM*

♣ *Elementary – 8:45 AM until 3:45 PM*  
*-Drop off begins at 8:40 AM*

## **ABSENCES**

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

**The Ohio Revised Code addresses compulsory school attendance for students under age 18 in the State of Ohio (section 3321.04), as mandated by House Bill 410. The statute requires parents to cooperate with school officials in resolving truancy problems. Failure to attend school and failure on the part of the parents to send students to school may result in juvenile court prosecution (section 3321.19). Students and parents are asked to fully comply with school officials with regard to student attendance to prevent the necessity of court intervention.**

**Parents are required to notify the school when their child (ren) are absent. If parents do not notify the school, the school is required to notify the parents by telephone. For convenience, a telephone answering service has been installed at school so that parents may call before or after school hours. When calling in a student absence please state your name, the student's name, your phone number and the reason for the student's absence.**

Please refer to the Amanda-Clearcreek School website for the specific attendance requirements.

## **ARRIVAL & DISMISSAL**

Students who walk or are brought to school by parents are not to arrive before 8:40 A.M. for the Elementary and 8:50 A.M. for the Primary. Due to no supervision until that time, students will not be permitted in the building until then. Any student staying after school for any activity must have a note from home and be with a supervised group.

Parents of children who normally ride the bus should not pick up their children as they go to the bus. These procedures protect every child from danger.

## **Changes in Transportation**

**Changing how a child is to go home will not be accepted by phone.** All changes must be done in writing by NOON.

## **Bus Notes**

Students, who must, for any reason, ride another bus than usual must have written permission from the transportation supervisor five days in advance. If there is any change in what a student normally does (stay after school, go home with another student, etc.) please let us know by note. **For student safety, these requests MUST be written requests – these requests will not be honored over the phone. In the event of an emergency, change in transportation will be approved by the building principal or transportation supervisor.**

Students will be picked up and dropped off at the same bus stop every school day. Students, due to an unusual circumstance (defined as extraordinary, atypical, uncommon, and/or infrequent) whom need to ride a bus other than their assigned bus, must have written permission from the transportation supervisor five days in advance. For student safety, these requests **MUST** be submitted in writing before noon. Once a student is loaded on the bus, they may not be taken off at

another location to be signed out (for example, once an elementary student is on the bus, the student will not be taken off at the Primary to be signed out by parents).

## **Leaving school during school hours**

All parents picking up children during the school day must come to the school office and sign the student out. Students are required to be in school the entire day unless they are sick, there is a family emergency or they have a written note from their parents.

## **To and From School**

The school is directly responsible for supervision of students only while they are on school property. Once they leave school property, this becomes the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school and may assist with discipline problems that occur between home and school.

Generally, misbehavior that occurs off school property is a police matter.

## **BUS RULES**

Riding an Amanda-Clearcreek School Bus is a privilege, not a right. That privilege can be taken away if a student is abusive of that privilege. The Board of Education has adopted a "CARD" system that allows proper communication between the bus driver, student, parent, and principal. Below are some of the most significant regulations for busing.

1. Pupils shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Pupils shall be at designated place of safety spot assigned by the bus driver. Pupils are not to proceed to their residence until the school bus has departed.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Pupils must leave or board the bus at locations to which they have been assigned unless there is written permission from their parent or guardian and signed by the school principal or transportation supervisor authorizing another location.
5. Pupils must go directly to their assigned seat.
6. All riders must keep all parts of their bodies inside the bus. No yelling out the windows.
7. Pupils must remain seated keeping the aisles and exits clear. Students are expected to sit with their feet on the floor and back against the seat. Do not put your knees in the back of the seat.
8. All riders of the bus must promptly obey instructions of the driver.
9. Noise must be kept to a level that will allow the driver to hear outside noise or sounds
10. No eating, drinking, or chewing gum is permitted on bus.
11. Use of profanity is prohibited.
12. Fighting and/or scuffling are not permitted.
13. The throwing of objects in the bus, at the bus, or out of the bus window is prohibited.
14. Smoking or lighting matches or lighters are not permitted.
15. Decorations and signs are not permitted inside or

- outside of the school buses. This also includes balloon bouquets.
16. Pupils must not have alcohol or drugs in their possession on the bus.
  17. Possession of guns, knives (including toys), ammunition and combustibles are prohibited.
  18. Riders may not enter or exit the emergency door except in the case of an emergency. The only exception to this rule is the loading or unloading of equipment.
  19. No grooming one's self on the bus. No perfume/cologne, fingernail polish, combs, brushes, hand sanitizer, etc.
  20. Teachers and coaches are responsible for supervising the behavior of students on and off school buses. School bus drivers are responsible for the supervision of students only on the route.
  21. No glass, of any kind, is permitted on the bus.
  22. Students are not permitted to bring skateboards or athletic / kick balls on the bus.
  23. No earbuds or head phones may be worn while loading or unloading the bus. Any electronic device that causes a disruption on the bus maybe subject to disciplinary action.

THESE RULES APPLY FOR ALL SCHOOL SPONSORED TRIPS INCLUDING ATHLETIC EVENTS, BAND TRIPS AND SCHOOL FIELD TRIPS. LEADERS OF ACTIVITIES ARE RESPONSIBLE FOR THE ACTIONS OF THEIR STUDENTS/PLAYERS. COACHES, ADVISORS AND TEACHERS SHOULD ACCOMPANY ALL STUDENT TRIP GROUPS ON THE BUS.

\*BUS CARD – See Appendix A

### **CELL PHONES**

Students may not use or carry cell phones while at school.

1<sup>st</sup> Offense – Students using or in possession of cell phone will be asked to turn it over to the principal. They may retrieve the phone at the end of the school day.

2<sup>nd</sup> Offense-Parents will be required to retrieve the phone.

3<sup>rd</sup> Offense – Parents will be required to retrieve the phone and an ISR will be issued.

4<sup>th</sup> Offense – Parents will be required to retrieve the phone and a Suspension will be issued.

### **COMMUNICATION – PARENT/TEACHER**

Parent-Teacher Conferences are held twice a year. We believe this is one of the better ways to see how your child is doing. All parents are urged to attend these conferences.

Informal conferences can be scheduled throughout the school year to monitor student progress. Parents should call the school office and schedule a mutually convenient appointment with your child's teacher.

### **COMPUTER USE**

Computer use at Amanda-Clearcreek Elementary School is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers. Students who use school computers improperly may face disciplinary action. Use of the Internet will not be permitted until a student's permission form is filed with the staff. Students will be expected to abide by the terms set forth in the Acceptable Use Policy. There is no assumption of privacy on the part of users of computers owned by the Amanda-Clearcreek School district.

\*ACCEPTABLE USE AGREEMENT – see Appendix B

### **CONCEALED CARRY**

There is to be no concealed carry of weapons on school grounds.

### **DIRECTORY INFO / USE OF STUDENT PICTURES**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires the Amanda-Clearcreek Local Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, the District may disclose "directory information" without written consent unless parents notify the school within two weeks of receiving this handbook. The District has designated the following information as directory information: student's name, address, phone number, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, participation in recognized activities and sports, honors and awards received, and the most recent educational agency or institution attended.

One purpose of directory information is to allow the District to include this type of information in certain school publications. If parents do not wish for us to disclose directory information from their child's records without prior written consent, please notify the school in writing of all items that are not to be designated as directory information within two weeks of receiving this handbook.

### **DISCIPLINE**

For the educator, administering discipline is an unpleasant, but necessary process in the school setting. It can and does take several forms depending upon the seriousness of the offense. Some violations are covered by board of education policy with specific punishments. Most, however, are evaluated according to the circumstances, the situation, and the seriousness of the offense by the staff member, faculty member or principal.

Disciplinary action is considered cumulative and progressive. This idea means that the severity of the disciplinary action is directly dependent upon the frequency with which disciplinary action is necessary for the student. Accordingly, it is quite possible for two students to be involved in the same infraction, but receive different punishment based upon each student's previous disciplinary record.

It is impossible to list or categorize all types of disciplinary violations, thus for violations not listed, the administration reserves the right of disciplinary assignment as the case so determines.

In most cases of inappropriate student behavior, one or more of the following disciplinary procedures will be administered:

1. Conference involving any combination of parents, teachers, principal, and student.
2. Detention: lunch, after-school, administrative, during recess
3. In-school suspension
4. Out-of-school suspensions
5. Expulsion.
6. Other necessary and appropriate action as determined by the principal.

The classroom teacher still has the right to administer proper and fair classroom discipline and to set policies in their classroom so long as they do not conflict with the student conduct code regulations.

### **BEHAVIOR RECORD**

One of the most important skills we teach children is self-discipline of personal behavior. It does not appear as a subject, but it is the foundation for the whole structure of the school, as well as society.

From time to time students are called to the Principal's office for matters of inappropriate behavior.

### **CODE OF CONDUCT**

This code of conduct is the established rules and regulations of Amanda-Clearcreek School District. A violation of any section or rule of this code may result in disciplinary action.

#### **1) DISRUPTION OF SCHOOL OR SCHOOL EVENTS:**

Students shall not engage in, nor urge others to engage in the use of any type of violence, force, noise, intimidation or any conduct that would cause disruption of any function of the school.

#### **2) FALSE ALARMS/THREATS:**

A student shall not falsely report an emergency, including fire or bomb threats, or tamper with any alarm or fire prevention device.

This also includes any threat made to a student, staff member, school building, or the school district, and/or that induces panic. This can include but not limited to verbal threats, written threats or threatening images.

#### **3) HAZING:**

Hazing is defined as doing an act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Students guilty of hazing will be subject to disciplinary action. Hazing is a misdemeanor of the fourth degree.

#### **4) COUNTERFEIT CONTROLLED SUBSTANCES:**

1. A counterfeit controlled substance or look-a-like drug is defined as:

a. Any drug that bears, or whose container or label bears a trademark, or trade name or other identifying mark used without authorization of the owner.

b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed.

c. Any substance other than a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or a price for which it is sold, or offered for sale.

2. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell or offer to sell, give, package, or deliver a counterfeit controlled substance.

3. No student shall directly or indirectly represent a counterfeit controlled substance by describing, either with word or conduct, its effect as being the same or similar to the physical or mental effects associated with use of a controlled substance.

4. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

#### **5) FIGHTING/ASSAULTS:**

A student shall not act or behave in such a way as could cause physical injury to another student or staff member during school hours or at any event where the Amanda-Clearcreek Schools are represented.

#### **6) DAMAGE TO SCHOOL AND/OR PRIVATE PROPERTY:**

A student shall not cause or attempt to damage school, student, or school personnel's private property at any time.

#### **7) TRUANCY: See Attendance Policy on the Amanda-Clearcreek Schools website**

#### **8) TOBACCO:**

Students, while under school supervision, or at any activity supervised by the school, shall not use or possess tobacco in any form anywhere on or about school property, or on school buses. This includes e-cigarettes and vaporizers. Lighting matches or lighters are also not permitted.

#### **9) ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE**

The following are procedures for students found to be in violation of board policy related to alcohol use by students/student drug abuse. Early detection and intervention with students who may be harmfully involved with illegal drugs or alcohol is encouraged as follows:

1. When a student displays inappropriate behavior, a report of this behavior will be brought to the attention of the principal.
2. When the principal gathers sufficient data to indicate the student has established a pattern of inappropriate behavior, there will be a conference involving the student, parent or guardian, and principal. The purpose of this conference is to establish a plan leading to more constructive behavior.
3. If, in the opinion of the principal, a primary cause of the student's inappropriate behavior may be related to drug or

alcohol use, parents will be advised to seek a drug/alcohol assessment.

4. For students who demonstrated evidence of use, the student and parent will be referred to community agencies and/or professionals approved by the Amanda-Clearcreek administration. Agencies or professionals must be licensed by the state to provide drug/alcohol assessments and/or treatment.

The following procedures and penalties shall be in effect for students who are determined, through a school investigation, to be abusing/using or being in possession of illegal drugs, alcohol in the school building, on school property, or at school sponsored functions and activities.

1. Sale or distribution of illegal drugs or alcohol.
  - a. The principal will contact the parents or guardians of the student who is selling or distributing illegal drugs or alcohol.
  - b. The principal will notify the Fairfield County Sheriff's Department. All evidence and pertinent information will be submitted to the proper authorities.
  - c. The principal will suspend the student for up to ten days and recommend to the Superintendent that the student be expelled.
2. Abuse, use or possession of illegal drugs and/or possession of Drug Paraphernalia - First Offense
  - a. Charges may be filed with the Fairfield County Sheriff's Department and/or appropriate court against the student for use and/or possession.
  - b. The student will be suspended for up to ten days in accordance with due process procedures.
  - c. Students who are willing to undergo a professional assessment may receive a reduction in the length of suspension and/or elimination of criminal charges. The assessment expense, if any, would be the responsibility of the student and his/her parents or guardians. The assessment would be conducted by an agency or professional approved by the Amanda-Clearcreek administration. Agencies or professionals must be licensed by the state to provide drug/alcohol assessments and treatment.
3. For repeated offenses of abuse, use, or possession of illegal drugs or alcohol or possession of drug paraphernalia:
  - a. The principal will suspend the student for up to ten days.
  - b. The principal will recommend to the Superintendent that the student be expelled.
  - c. The principal will file charges with the Fairfield County Sheriff's Department or the appropriate court against the student for use and/or possession.
4. Repeated offenses of the sale or distribution of illegal drugs or alcohol; abuse, use, or possession of illegal drugs, or alcohol; and/or the possession of drug paraphernalia shall be reviewed in the context of the student's age, maturity, and history of appropriate behavior since the first offense.

#### **10) WEAPONS (POSSESSION):**

A student shall not possess, handle, display, or transmit any object that can be reasonably considered as a weapon on school grounds or at any school activity off of school grounds, or on school buses. For the purpose of this guideline, a weapon is defined as "any instrument capable or appearing to be capable of causing serious bodily injury to a person" including, but not limited to, loaded or unloaded firearms, pellet guns, B-B guns,

inoperable replicas firearms, knives, stun guns, other "look-alike" weapons, and chemical agents such as tear gas or pepper gas.

#### **11) UNAUTHORIZED PUBLICATIONS:**

Publications prepared by members of the student body for distribution to other students or faculty shall be under the supervision of one or more faculty members. Unauthorized publications are subject to disciplinary actions.

#### **12) INSUBORDINATION:**

A student shall not disregard or disobey reasonable directions or commands by school personnel. Students shall not act in a disrespectful manner toward school personnel. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

#### **13) HARASSMENT**

Any form of sexual harassment of students or staff members is strictly prohibited. Students must report such incidents to teachers and/or principal as soon as possible.

#### **SEXUAL HARASSMENT**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, other verbal or physical conduct, or communication of a sexual nature.

#### **BULLYING, HARASSMENT, OR INTIMIDATION**

Students shall not intentionally or persistently engage in written, physical, verbal, or non-verbal intimidation toward another student while at school or a school function. Examples of bullying include, but are not limited to physically hitting, kicking, and/or shoving. Harassment examples include, but are not limited to verbal taunting and threatening, and/or non-verbal gestures that causes another student harm, to be fearful for personal or property safety or creates an intimidating environment for a student.

#### **CYBER-BULLYING**

Cyber-bullying is using the Internet or other mobile devices to send or post harmful or cruel text or images to bully others. Cyber-bullying can occur on school premises or can take place off of school premises.

#### **SEXTING**

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

#### 14) CHRONIC MISCONDUCT

Any student who habitually displays improper behavior or habitually violates established school/class rules falls into this category.

#### SUSPENSION/EXPULSION

Authority: Section 3313.66 of the Revised Code.

Definitions:

- a) Suspension - the removal from school for a period of one (1) to ten (10) days. The principal or superintendent in accordance to Section 3313.66 can give suspensions.
- b) Expulsion - the removal from school for a period longer than ten (10) days. (In some cases it can be for one calendar year). The superintendent can give expulsion in accordance to Section 3313.66 of the Revised Code.
- c) In-School Restriction (ISR) - the removal of a student from attendance in regular class (es) and all other school sponsored activities, but with attendance at school required during the regular school day, for a period of time not to exceed ten (10) school days.
- d) Emergency removal - the removal of a student from participation in school or in any school sponsored activities when such student's presence poses a continuing danger to persons or property of the education process in a curricular or extra-curricular activity not to exceed twenty-four (24) hours.

#### **Policy:**

a) Suspension and expulsion are to be administered for serious offenses. Serious offenses include, **BUT ARE NOT LIMITED TO:**

- 1) Using, trafficking, possessing, or under the influence of illegal drugs other than medicinal reasons.
- 2) Using, possessing, or under the influence of alcoholic beverages.
- 3) Stealing, damaging, defacing, or dismantling school property.
- 4) Disruption of the educational process.
- 5) Assault on a school employee, another student, or non-student.
- 6) Harassing or threatening another student, including bullying, harassment, cyber-bullying, or sexting.
- 7) Acts of disrespect or insubordination.
- 8) Profanity
- 9) Use, possession, and/or transmission of alcohol, drugs, or tobacco.
- 10) Leaving the school building or grounds without the written permission of the Principal.
- 11) Cutting classes or study halls.
- 12) Unauthorized entry to any part of the school.
- 13) Fighting
- 14) Truancy
- 15) Possession and/or use of weapons or fireworks
- 16) Excessive tardiness.
- 17) Vandalism
- 18) Fraudulent signature or attempt to deceive a staff member or administrator.
- 19) Violation of the conditions of suspension.
- 20) Setting a fire.
- 21) Theft
- 22) Laser pointers
- 23) Chronic misconduct
- 24) Violation of the Acceptable Use Policy

Suspension or expulsion will occur only after due process supported by hard evidence and not simply as a result of hearsay or supposition.

#### Suspension

When an infraction of school rule is reported, for which a student could be suspended, the stated due process will be followed.

- 1) The student will be presented with a NOTICE OF INTENDED SUSPENSION. The notice will include: name of student, date, and reason for intended suspension.
- 2) The student will be granted an informal hearing. The hearing will include the following:
  - a) Students will be notified as to what he/she is accused of and the basis for such accusation.
  - b) The student will be permitted to explain his/her version of what took place.
  - c) If there are discrepancies in the two (2) views of the incident, at the discretion of the disciplinarian, other witnesses will be permitted to explain the incident as they saw it.
- 3) The student will be presented with a copy of NOTICE TO PARENT, GUARDIAN, and OR CUSTODIAN OF SUSPENSION OF STUDENT.
- 4) An attempt is made to notify the parent/guardian(s) by telephone if a suspension is issued.
- 5) A copy of this notice will also be sent to the parent, guardian, or custodian of the student, and a copy will be filed with the treasurer of the Board of Education. This notice shall include: name and address of parent, guardian, or custodian, name of student, period of suspension, reason for suspension, and notice of right to appeal.
- 6) The hearing may occur immediately following violation.
- 7) If a student's presence poses a continuing danger to persons or property, or is an ongoing threat of disrupting the academic process taking place whether within a classroom or elsewhere on school premises, a student may be suspended without the notice and hearing requirements of the policy.
- 8) The parents, guardians, or custodians and the treasurer of the Board of Education will be notified within twenty-four (24) hours of the hearing whether the suspension will be put into effect. The notice will state the reason for suspension, the dates of suspension, the date of return to school, and the conditions of the suspension.
- 9) Suspended students are not permitted to make up missed work.
- 10) Suspended students are not to be on or in school property, or in attendance at a school activity home or away during the period of suspension.
- 11) An appeal to a suspension can be made to the superintendent or superintendent's assignee. The appeal must be in writing and be submitted within ten (10) days after the notification of suspension. The appeal must contain the challenge to the reason for intended suspension and explanation of the student's actions.

**Expulsion**

Expulsion is a severe punishment. Removal of a student by expulsion requires a more formal procedure of due process.

- a) The superintendent may expel a student from school.  
 b) No student shall be expelled unless prior to an expulsion hearing the superintendent:

1) Gives the student and his parent, guardian, or representative written notice of the intent to expel student.  
 2) Provides the student and his parent, custodian, or representative an opportunity to appear in person before the superintendent or his assignee to challenge the reasons for the intended expulsion or otherwise to explain the student's action.

3) The notice will include the following:

- a) The reasons for the intended expulsion.  
 b) Notification of the opportunity of the student or his parents, guardian, custodian, or representatives to appear before the superintendent or his assignee.  
 c) The purpose of the appearance before the superintendent will be:
- 1) To challenge the reasons for the intended expulsion.
  - 2) To explain the student's actions.

**NOTE:** The above procedure is based on prosecuting attorney's opinions August 15, 1975; Goss vs. Lopez (43LW4175; 1975) sub. H.B. 421.

**DRESS CODE**

A dress code has been established to define what is/is not appropriate attire for school. Guidelines have been established to provide for safety, respect of others, and to help create a suitable environment for teaching and learning.

**Hair**

Hair should be clean and worn in such a way as to not disrupt the educational process. Disciplinary action may result at the discretion of the administration.

**Jewelry/Piercing**

There shall be no visible facial or body piercing. Students shall wear jewelry that is deemed appropriate and safe for school. Students shall not be permitted to wear studded collars or bracelets, dog collars or wallet chains. Nose, eyebrow, ear gauges, and tongue piercing shall also be prohibited.

**Fit of Clothing**

**Pants-** Pants shall be worn around the waist so that the pant material does not drag the ground, and so that the top of the shoes will be visible. No undergarments will be visible do to the "sagging" or poor fit of the pants.

**Tops/Shirts** - Spaghetti strap tops, muscle shirts and tank tops by themselves are strictly prohibited. All shirts must have sleeves. Shirts should not be excessively low cut in the front nor under the arms. They should not be excessively tight fitting or see through. All tops must be long enough to be tucked into your pants. There should be no midribs showing.

**Skirts/Shorts** - All skirts, dresses and shorts must be at least mid-thigh length and should not be excessively tight fitting.

**Examples of Appropriate/Inappropriate**

- No cut-off shirts or bare midribs. This means that tops should be able to be tucked into the top of the pants when standing still.
- No cut-off shorts are permitted. All shorts must have a hem and must be at least at least mid –thigh length
- Clothing shall be neat and in good repair. Clothing items that have rips or holes above the knees are not permitted.
- No clothing with inappropriate designs, suggestive or improper wording, and/or suggestive or inappropriate graphic images and artwork.
- Confederate flags or other racially derogatory images or slogans are not to be worn or displayed at school in accordance with legal precedent.
- Articles of clothing advertising or promoting drugs, tobacco, or alcohol products are prohibited at school and all school functions
- Lude or sexually suggestive slogans on clothing are prohibited at school and all school functions.
- P.J. Bottoms/Tops are not permitted (unless it is a specified spirit day).

**Hats/Caps/Scarves/Bandanas**

Hats, caps, scarves, and bandanas are not to be worn during the school day. (The one exception to this rule would be students who need to wear these for medical reasons and have permission from the building principal.) Certain headwear may be appropriate on and worn on School Spirit Days.

**Shoes**

Students shall wear safe, appropriate footwear for the educational environment. Flip flops are strongly discouraged in the primary and elementary due to potential safety problems at recess and on the stairs. Students may be prohibited from certain activities if there is a safety concern.

**Consequences for violations**

Each morning teachers will determine if students are adhering to the dress code. If a teacher feels that students are not dressed according to the code, the student will be sent to the office for disciplinary action. Disciplinary action will be as follows: 1st offense - correct the problem and warning; 2nd offense – lunch/recess detention; and 3rd offense - Parents must bring new clothes to school or In-school suspension/ISR

The authority for the decision concerning the appropriate dress and appearance of faculty and students shall be under the jurisdiction of the Superintendent and Principals. The decision of these Administrators should receive the full support of the A/C Board of Education.



### **EMERGENCY AUTHORIZATION FORMS**

Emergency authorization forms for each student must be filled out by the parent and kept on file in the elementary office. This form is needed to obtain emergency medical aid for your child if he/she is seriously injured or ill at school and the parent cannot be reached. **If any of the information changes, please notify the office immediately.**

Remember to list work phones, cell phones, or other phone numbers on this form so that you can be reached quickly if you are not at home and an emergency occurs.

### **EMERGENCY MEDICAL TREATMENT**

Parents are to inform the school of emergency medical treatment they desire for their child. This includes the name of the doctor they wish to treat the child and the hospital they wish to care for the child in an emergency. Emergency medical forms are provided by the school for this important information. Students failing to return a current emergency medical form will be recommended for exclusion from school after a month of attendance.

Remember to list home phones, cell phones, and work phones on this form so you may be reached as quickly as possible should a medical emergency occur.

### **EMERGENCY PLAN**

In the event of an emergency where it is deemed necessary to evacuate the building in order to provide for the safety of the student body and staff, the procedure outlined below will be followed:

- 1) Immediately notify the principal or superintendent.
- 2) If demonstrators are involved, talk to them and ask politely that they leave. If they refuse, tell them they are trespassing and law enforcement will be notified.
- 3) If necessary, the administration will notify all staff and students to leave the building by the nearest exit.
- 4) A comprehensive SCHOOL SAFETY PLAN has been developed to provide the staff with helpful strategies to implement in the event of a threat to the safety of the students.

Various situations and procedures are dealt with in the plan. The SCHOOL SAFETY PLAN is reviewed by the staff at the beginning of each school year, and at various times throughout the course of the school year. Drills will be held in accordance with state law, including fire, tornado and lock down drills.

### **FEES AND FINES**

The total cost of workbooks and other educational supplies will be sent home to the parents. The student's teacher will collect these fees. The total fees per grade level are to be determined each school year. We realize that everyone is faced with rising costs; therefore, we will keep these fees at a minimum. A schedule of payments can be established. **An accumulation of K-12 fees, fines, lunch charges and any other charges must be paid in its entirety to go on field trips, incentive trips, receive diploma and/or release transcripts. The school will make several attempts throughout the school year to collect fees, fines and charges.**

### **Materials Fees**

Section 3313-462. ORC gives the Board of Education authority to charge students fees for consumable supplies used in courses of instruction. Students enrolled in District schools are furnished basic textbooks without cost; however, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year. Such fees are to be deposited in the general fund of the Board to defray the cost of the materials and supplies.

No Board of Education of a school district shall charge a fee to a pupil **who is eligible for a free lunch** under the "National School Lunch Act," 60 Stat. 230 (1946), 42 U.S.C. 1751, as amended, and the "Child Nutrition Act of 1966," 80 Stat. 885, 42 U.S.C. 1771, as amended, for any materials needed to enable the pupil to participate fully in a course of instruction. The prohibition in this division against charging a fee does not apply to any fee charged for any of the following:

- (1) Any materials needed to enable a pupil to participate fully in extracurricular activities or in any pupil enrichment program that is not a course of instruction,
- (2) Any tools, equipment, and materials that are necessary for workforce-readiness training within a career-technical education program that, to the extent the tools, equipment, and materials are not consumed, may be retained by the student upon course completion.

### **Textbooks**

Textbooks are the property of the Board of Education. Textbooks (including baggy books) are loaned to students who are responsible for them. Any student who loses or damages a textbook/workbook is responsible for paying for it. Students are financially responsible for lost or damaged textbooks.

If the District receives Disadvantaged Pupil Impact Aid funds, it cannot charge a student recipient of Ohio Work First (OWF) or Disability Assistance a fee for any materials needed to participate fully in a course of instruction. This provision does not apply to extracurricular activities and student enrichment programs that are not a course of instruction.

### **Fines**

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries is subject to appropriate fines. All fines collected are sent to the Treasurer for deposit in the General Fund of the Board.

### **FIELD TRIPS**

Educational field trips are held during the school year. The Field Trip permission slip should be sent back to school to give your child permission to go on field trips. Parents will be expected to sign permission slips when children take field trips. The parent's signature acknowledges that the parent is aware that the child will be away from school and the nature of the trip. The parent's signature does not remove any of the liability of the teacher. Parents have a right to deny student participation. Emergency Medical Forms will accompany students on field trips. Students going on field trips are required to ride the bus to and from the

school. Violation of this policy by a parent may jeopardize future field trips for the student. **Students may be excluded from field trips due to outstanding fees and charges – please refer to the fees section of the handbook.**

### **GRADING SYSTEM**

Grading and reporting are methods of communication between the school and the home. It is assumed that each child is an individual and is, therefore, different from all other children. Methods of grading should include the student's achievement in respect to his ability, his progress in relationship to standards of expectancy and effort in a given grade level or subject area. This is determined by teacher judgment and the results of educational measurements.

<b>Primary - Kindergarten</b>	
P	Proficient – 90-100
B	Basic – 75-89
L	Limited – 74 and below

<b>Primary – 1<sup>st</sup> and 2<sup>nd</sup> Grades</b>	
A	92-100
B	83-91
C	70-82
D	60-69
F	59 and below

<b>Elementary – 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grades</b>	
A	95-100
A-	92-94
B+	89-91
B	86-88
B-	83-85
C+	80-82
C	73-79
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

### **HOMEWORK**

The Amanda-Clearcreek School District believes that homework is an important part of the total school environment. Homework shall be initiated at the primary level and increased gradually as the child progresses through school. Homework shall be assigned on a regular basis.

#### **Purpose of Homework**

1. To reinforce a skill or concept previously learned at school
2. To increase the speed at which a specific task can be completed
3. To gain confidence and mastery for quick recall
4. To enrich the basic curriculum through outside research
5. To motivate independent study
6. To complete work missed due to absence
7. To complete work not finished at school
8. To develop and maintain study skills

#### **Make-up Work**

It is the student's responsibility to get make-up work from their teacher(s). The make-up time limit will be twice as long as the time missed. For example, for one day of excused absence, two days would be given for make-up work.

### **INVITATIONS**

Party Invitations-If students are sending invitations home, all students in the class are to receive an invitation or no students are to receive invitations.

### **LOST & FOUND**

Many items are lost and found during the school year. All students are encouraged to take personal responsibility for their possessions. A lost and found receptacle will be maintained at the school. All lost items will be placed there and students who have lost an item should check there periodically. When too many items are collected an announcement will be made as to the date the receptacle will be emptied. Students will need to check the box at that time or items will be donated to charity. Marking coats, hats, lunch boxes and other personal items will help identify the owner.

### **LUNCH PROGRAM (C.F.R. 245.5) – FEDERAL PROGRAM**

The Board of Education will annually adopt a policy regarding free and reduced price lunches for needy students in accordance with standards established by the Ohio Department of Education. Students or parents desiring further information about this program should contact the Principal's office.

### **LUNCH INFORMATION (COST, CHARGES, PACKERS, PROCEDURES, WELLNESS)**

Lunches may be paid for in advance or as students go through the lunch line. A hot lunch is available to students each day. The lunch prices are subject to change pending Board approval. The cafeteria commonly has extras that students may purchase each day. If a student wishes to purchase an extra item from the main entree (like a hamburger, pizza slice, etc.), there will be an additional cost. Students who bring a sack lunch to school may purchase milk. Menus are available on our school website or available by request to building secretary. In keeping with the district's Wellness Policy, no soft drinks should be brought to school by students.

No more than three charges are permitted. In the event a student has more than three charges, the student will be offered a peanut butter sandwich and milk until the charges are paid.

Students are to conduct themselves in a proper manner in the cafeteria. They should remain in their seats while eating. No food is to be taken from the cafeteria.

## MEDICAL INFORMATION

### CONTAGIOUS ILLNESS

Your child should stay home from school if he has a contagious disease to keep from spreading it to others. A contagious disease is one that can be spread by close contact with a person or object. Examples of contagious disease are: Chickenpox, flu, vomiting or diarrhea, strep throat, colds, "runny nose", impetigo and "pinkeye". Therefore they must be symptom free before returning to school.

### IMMUNIZATION

Children who do not have evidence of proper immunization will be excluded from school after fourteen days.

### HEAD LICE

Students must be nit free before student is permitted on the bus or allowed reentry into school. Students who are diagnosed with head lice will be sent home. Students will not be permitted to ride the bus until the student has been checked by the School Nurse or Health Aide to see that they are nit free. Students will also be re-checked 14 days after initial nits/lice are found.

## MEDICATION AT SCHOOL POLICY

### ADMINISTERING MEDICINES TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

**All medications to be administered at school must be brought to school, and if necessary, picked up at school, by the parent. At no time is the student to have medication on his/her person, with the exception of inhalers and epinephrine auto-injectors as noted below.**

1. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the labeled container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent(s) of the student requesting that the school nurse or an appropriate person comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement which complies with Ohio law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of

the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

6. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions to administering the drug.

### Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

### Epinephrine Auto-injectors

Students are permitted to carry and use an epinephrine auto-injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates. Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication, and, if a minor, from his/her parents. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student. The grandparent of a child attending school under a grandparent power of attorney or caretaker authorization affidavit may complete the written approval for the student to possess and use epinephrine auto-injectors.

### SICKNESS CONCERNS

Students who come to school sick accomplish nothing but exposing classmates to their illness. Under no circumstances should a child with a fever, an undiagnosed skin rash, pinkeye or diarrhea be sent to school. **Students must be fever free without medication for 24 hours prior to returning back to school.**

### BEE STINGS AND OTHER ALLERGIES

Parents are responsible for informing the school of the child's allergies, especially allergies to bee stings. In case of bee sting allergies, the parents are responsible for providing the school with the bee sting medication and a doctor's statement about how the medication is to be administered.

**ILLNESS WHILE AT SCHOOL**

During the course of the school day, students do become ill. Children who become ill at school can be better cared for at home by their parents. The school cannot take responsibility for the care of sick children. A health clinic has been provided in the office area. Students who become ill should report to the office after seeking permission (if possible) from their teacher. The school will release sick children only to the child's custodial parent or a person identified on the Emergency Medical Card or the Registration Card. Parents must provide the school with work phone numbers or cell phone numbers or information about where the parent can be reached during the day.

**POISON CONTROL**

The Children's Poison Control Center's phone number is 1-800-222-1222

**PLAYGROUND RULES- SAFETY FIRST!**

Use common sense when playing. If you think you or someone else might get hurt, do not continue to play in that manner. Students are expected to be courteous with adults and other students. Students are to play in a safe manner on and with all playground equipment. Students are to freeze anytime the safety whistle sounds.

**RECESS DETERMINATION**

Students should go outside for recess whenever possible. On occasion, the weather will not permit outdoor recess. Students should be kept inside when weather conditions are hazardous or potentially hazardous to the students' safety and welfare. If the air temperature or wind chill temperature is twenty (20) degrees Fahrenheit or above and no moisture in the air, students will go outside on most occasions.

**RECORDS****Child Custody:**

Parents are to inform the school anytime the custody of a child changes. The school will need to see and copy court orders pertaining to a child's custody.

**Confidentiality:**

Student records are confidential and are protected by the "privacy act". Only the school staff and the child's natural parents or legal guardians have access to the records. Directory information on the child (name, address, social security number, phone number, age, weight, etc.) is not protected by the "privacy act". Parents may request that the school not release this information.

**Non-Custodian Parents Access to Records**

A divorce or change in custody does not change the rights of a natural parent to their child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Stepparents have no rights to records, reports, or conferences unless the custodial parent confers these rights on them. The school will require the custodial parent to have a written confirmation placed in the student file to provide the stepparent with these rights.

**RETENTION/PROMOTION**

The promotion/retention of each Amanda-Clearcreek student is determined individually. The decision to promote a student or retain a student in a grade is made on the basis of being "academically prepared" by analyzing the following factors: report cards, Ohio Achievement test Scores, mental ability (as determined by an evaluation team report (ETR) , if applicable, age, previous retention(s), emotional and social development, social issues, attendance, and home conditions. No retentions will take place without having gone through a Response to Intervention Meeting unless as required by the Third Grade Reading Guarantee.

Promotion procedures demand continuous analysis and study of the cumulative student case history records to determine that a majority of the following criteria are achieved. Guidelines include the following elements:

1. Students in grades 3-8 must pass state achievement tests as determined by the State of Ohio Department of Education\*.
2. A student who is suspected of having a disability and has been assessed by way of an ETR-or will be assessed by way of an ETR may be promoted.
3. A student whose age level appropriateness is best suited in the next grade level may be promoted.
4. A student who has had a previous retention or more than one previous retention may be promoted.
5. A consultation with the student's teacher may be considered to determine academic preparedness.
6. A student who is present 90% or more of the year may be promoted.
7. No conditional promotions are permitted.

"Academically prepared" as used in this policy, means that the principal, in consultation with the student's teacher(s), has reviewed the student's performance on the critical objectives stated above for the current school year and has concluded that in his/her judgment, as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level. Final decisions rest with the principal.

\*By law, all students in Kindergarten through Third Grade are required to meet the requirements of the Third Grade Reading Guarantee.

**SCHOOL CLOSING, DELAYS, DISMISSALS**

Please monitor local radio and television stations, as they will announce all changes in the school day caused by bad weather or other emergencies. A One-Call message will be sent to all parents with information regarding delays and closings. Do not call the school, teachers, bus drivers, principals, or the superintendent to find out if school will be held. The school telephone lines must be kept open so that communication can flow properly. All students should know what to do in the event of an early dismissal. WE CANNOT HAVE THE CHILDREN CALL FROM THE SCHOOL.

**TELEPHONE USE**

The telephone in the office is used to conduct school business. The line is shared with other offices in the building. It is available to students **only** for emergencies. Forgotten books or assignments, band instruments, lunches, etc. are not considered emergencies.

Teachers will **not** be called to the phone from class for personal calls. Messages will be given to teachers and return calls will be made when teachers have an opportunity. Students are not permitted to use the telephones in the classrooms, **nor are they permitted to use cell phones. PLEASE DO NOT EXPECT THE SCHOOL STAFF TO GET MESSAGES TO YOUR CHILD AT THE END OF THE DAY. MAKE ARRANGEMENTS WITH YOUR CHILD FOR THE DAY BEFORE THEY COME TO SCHOOL.**

**TOYS / PERSONAL POSSESSIONS**

Cameras, radios, disc players, electronic games, balls, toys, MP3 players, laser pens, trading cards and other items of this type **are not to be brought to school** unless they have a purpose in the classroom and/or the child's teacher has given permission according to school policy. Such articles cause distractions in the classroom and supervision problems on the playground. The school cannot take responsibility for personal items that are broken, damaged or stolen at school. Students using or in possession of these items will be asked to turn them over to the principal. Students may be permitted to retrieve these items at the end of the school day. If this is a recurring problem, parents will be required to retrieve the item.

**TRANSFER OF STUDENTS**

The Board of Education shall not assume the tuition payment of resident students wishing to transfer from the Amanda-Clearcreek School District to another school district for attendance purposes unless the student requires a special education program not available in the Amanda-Clearcreek school district.

**VIDEO SURVEILLANCE**

The school grounds are under 24 hour video surveillance.

**VISITORS**

As a parent, you are always welcome to visit your child's school. However, if you plan to visit a classroom/cafeteria, please notify the teacher in advance. If you wish to confer with your child's teacher, please call the school office and the teacher can return your call and make an appointment that fits both of your schedules. Whenever a teacher is interrupted during school hours, every child is deprived of instructional time. If you are bringing birthday treats for your child, please notify the teacher in advance.

**ALL VISITORS ARE TO REPORT TO THE OFFICE UPON ENTERING THE BUILDING. ALL VISITORS ARE EXPECTED TO FOLLOW ALL SCHOOL RULES. VISITORS WILL BE ISSUED BADGES IF THEY NEED TO GO TO THE CLASSROOMS. TEACHERS HAVE BEEN INSTRUCTED TO ASK VISITORS TO REPORT TO THE OFFICE IF THEY DO NOT HAVE A BADGE. STUDENTS AND TEACHERS NEED TO BE PROTECTED FROM INTERRUPTION AND FOR THEIR SAFETY AND WELL-BEING.**

## Amanda-Clearcreek Bus Card

To:  
From:  
Date:

**Student Info**

Name:	Grade:	Building:	Bus Number:
<input type="checkbox"/> Warning* <small>(*bus driver has made parent contact)</small>	<input type="checkbox"/> 1 <sup>st</sup> Notice	<input type="checkbox"/> 2 <sup>nd</sup> Notice	<input type="checkbox"/> _____ Notice

The purpose of Chapter 3301-83 of the Administrative Code of the Ohio Revised Code (ORC): this law mandated by the State of Ohio is to reduce and prevent, to the greatest extent possible, death or injury to pupils and to ensure uniform, economical and efficient pupil transportation operations.

**Student Misconduct**

**1<sup>st</sup> Degree Offenses:** *Offenses that threaten the health/safety of passengers, which may result up to: bus suspension, up to 10 days school suspension or possible expulsion. It may also include suspension from school and/or extra-curricular activities.*

- Possession of weapons/ammunition/explosives
- Consumption/possession of drugs/alcohol/paraphernalia/tobacco
- Medication (exceptions include inhalers/Epipens or other medication as allowed by medical plan on file with the school nurse)
- Use of tobacco/matches/lighters
- Threats which pose potential harm to someone physically, socially or emotionally
- Sex acts/sexual conduct
- Bullying
- Fighting
- Body parts out the window
- A student cannot throw or pass objects on, from or into the bus
- Destruction/vandalism
- Bus stop violations/ designated place of safety
- Talking at railroad crossings
- Chronic misconduct – 3 incidents/same offense

**2<sup>nd</sup> Degree Offenses:** *These offenses will result in consequences that are age and bus riding experience appropriate which could include, but is not limited to: loss of recess, in-school suspension, bus suspension, removal from the bus, out of school suspension, expulsion.*

- Insubordination/disobeying/disrespecting/harassment of driver
- Improper seating/in aisle/out of seat
- Vulgar/profane language/gestures
- Eating/drinking (food/pop/gum etc.)
- Roughhousing
- Harassing other students
- Excessive noise/mischief/setting off emergency exits
- Multiple violations of any infraction
- Other: \_\_\_\_\_

Comments:

**Principal's Comments:**

**Principal's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Comments:**

**Parent Signature:** \_\_\_\_\_

***Note:** Riding the school bus is a privilege and we must work together to continue to provide safe transportation for all students. If a student's behavior is a threat to the safety of themselves and others, emergency removal may occur.*

ACCEPTABLE USE AGREEMENT  
FOR STUDENTS  
Amanda-Clearcreek Local Schools Computer  
Network and Internet  
Acceptable Use Policy and Agreement

The Amanda-Clearcreek Local School District realizes that technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. While the district's teachers and other staff will make reasonable efforts to supervise student use of the technology, they must have student cooperation in exercising and promoting responsible use of this access.

The Amanda-Clearcreek Local Schools, in coordination with the Metropolitan Educational Council, utilizes filtering technology that meets the requirements of the Children's Internet Protection Act of 2000 that prohibits Internet access to obscene and pornographic content. The District will provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites, and in chat rooms, and cyberbullying awareness and response.

If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if less than 18, does not return the Policy and Agreement as directed with the signatures of the students and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If any user violates this Policy and Agreement, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action.

Personal Responsibility

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

Consistent with Board policy and procedures on student rights and responsibilities and to provide for system integrity and responsible utilization, the Amanda-Clearcreek School District is providing access to its technology for educational purposes only. Students and parents/guardians need to understand and agree to the following:

1. Student must use appropriate language. No swearing, vulgarities, suggestive, obscene belligerent or threatening language.
2. A student will not use network resources to obtain, view, download, or otherwise



gain access to materials that are unlawful, obscene, pornographic, abusive, or otherwise questionable. The Amanda-Clearcreek Local Schools, in coordination with the Metropolitan Educational Council, utilizes filtering technology that meets the requirements of the Children's Internet Protection Act of 2000 that prohibits Internet access to obscene and pornographic content. The District will provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites, and in chat rooms, and cyberbullying awareness and response.

3. Disrupting operation of the network through abuse of the hardware or software.

4. Users shall not view, download or transmit material that could be construed as harassment or disparagement of others based on race, national origin, ancestry, citizenship, religion, disability, sexual orientation, age, or political belief.

5. Violating copyright laws, illegal installation of copyrighted software, and/or unauthorized copying or use of licensed software.

6. Users shall use this system under their own name and password. Misrepresenting other users on the network, intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users is prohibited.

7. Students may not sell or buy anything over the Internet. Use of the Network for commercial use, advertisement or political lobbying is prohibited.

8. Students will not post personal contact information about themselves or other people without the permission of his/her parent/guardian and teacher. Personal contact information includes but is not limited to photos, address or telephone number.  
Location/Destination

9. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

10. Students may not use an audio recording device, video camera, or camera (or any device with one of these, such as cell phone, laptop, tablet, etc.) to record or take photos during school or school-related activities unless they have permission from both a staff member and those whom they are recording and/or photographing.  
add- parental agreement

11. Students may use student-owned mobile devices in class ONLY with the teacher's expressed permission. Students using personal devices must complete and comply with the district's Use of Personal Electronic Device Agreement.

12. Students will not attach non-ACLSD computer equipment or peripherals to the ACLSD network or its infrastructure. This includes data storage devices such as USB drives and flash drives. Only school-approved flash drives are permitted.

13. Students using personal mobile and/or cellular devices while at school, during school or district-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.

### Privacy

Network and Internet access is provided as a tool for your education. The Amanda-Clearcreek Local School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

### Failure to Follow Policy and Breach of Agreement

The **user's** use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's tenure in the School District. A user breaches his or her Agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action.

### Warranties/Indemnification

The School District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility for his or her use, and the user who is 18 or older, in the case of the user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers and staff, harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

Adopted: 1-9-2006

Revised: 4-9-2012

Revised: 6-9-2014