Rossford Schools

2025-2026 Student Handbook

Rossford Exempted Village School District
Student Handbook

Welcome to Rossford Schools! We are pleased to have you as a student and will do our best to help make your experience enjoyable, productive, and successful. If you have any questions, please do not hesitate to contact the staff members listed below.

Rossford Elementary School
28500 Lime City Road, Rossford, Ohio 43551
419-666-8130

Administration:

- Mr. Jeff Taylor, Principal (ext. #3405) jtaylor@rossfordschools.org
- Mrs. Dawn Heck, Assistant Principal (ext. #3406) dheck@rossfordschools.org

Counselors:

- Mrs. Lauren Harrison (ext. #3404) lharrison@rossfordschools.org
- Mrs. Rianna Ankenbrandt (ext. #3407) rankenbrandt@rossfordschools.org
- Mrs. Kellie Kelly (ext. #3403) kekellie@rossfordschools.org

Secretaries:

- Mrs. Nancy Cajka (ext. #3400) ncajka@rossfordschools.org
- Mrs. Luann Kralovic (ext. #3173) lkralovic@rossfordschools.org
- Mrs. Karen McHugh, (ext. #3401) kmchugh@rossfordschools.org
- Mrs. Bethany Rust (ext. #3401) brust@rossfordschools.org

Rossford Schools Transportation
28700 Bulldog Way, Rossford, Ohio 43551
419-666-8695

- Ms. Tamara Meehan, Transportation Supervisor (ext. #3601) tmeehan@rossfordschools.org

Rossford Schools Administrative Offices
701 Superior Street, Rossford, Ohio 43460
419-666-2010

- Mr. Dan Creps, Superintendent of Schools, dcreps@rossfordschools.org
- Mrs. Lisa Laberdee, Administrative Assistant (ext. #8901) llaberdee@rossfordschools.org

Rossford Junior-Senior High School
701 Superior Street, Rossford, Ohio 43460
419-666-5262

Administration:

- Dr. Nick Neiderhouse, Principal (ext. #1405) neiderhouse@rossfordschools.org
- Mr. Matt Beakas, Assistant Principal (ext. #1406) mbeakas@rossfordschools.org
- Mr. Bryan Skrzyniecki, Assistant Principal (ext. #1407) bskrzyniecki@rossfordschools.org
- Mr. Mark German, Athletic Director (ext. #3514) mgerman@rossfordschools.org

Counselors:

- *Grades 6 & 7*
  Mrs. Ellie Bankey (ext. #1412) ebankey@rossfordschools.org
- *Grades 8 & 9*
  Mr. Quinten Jackson (ext. #1427) qjackson@rossfordschools.org
- *Grades 10-12*
  Mr. Scott Williams (ext. #1403) swilliams@rossfordschools.org
- *Grade12 & Post-Secondary Planning*
  Mrs. Kelsie Lord (ext. #1404) klord@rossfordschools.org

Secretaries:

- Mrs. Dana Fowler (ext. #1400) dfowler@rossfordschools.org
- Mrs. Cathy Minor (ext. #1401) cminor@rossfordschools.org
- Miss Audrey Seemann (ext. #1402) aseemann@rossfordschools.org

Rossford Schools Food Services
701 Superior Street, Rossford, Ohio 43460
419-661-2832

- Mrs. Angela Lilly, Food Service Supervisor (ext. #1408) alilly@rossfordschools.org

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

FOREWORD

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

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

This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 1, 2024. If any of the policies or administrative guidelines referenced herein are revised after June 1, 2024, the language in the most current policy or administrative guideline prevails.

Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website:
(https://go.boarddocs.com/oh/ross/board.nsf/public?open&id=policies).

MISSION, VISION, & PRIORITIES of the District

MISSION STATEMENT
Ensure educational equity that focuses on social diversity and encourages excellence.

VISION STATEMENT
Preparing, inspiring and empowering all students to achieve success.

PRIORITY AREAS

1. Communication - Using all forms of communication, provide information that is clear, comprehensive and builds trust.
2. Community Partnerships - Build and maintain connections to outside resources - social, emotional, financial and physical - to strengthen district initiatives.
3. District Resources - Provide safe, well-maintained facilities and financial accountability to allow for district growth and the retention of a highly-skilled workforce.
4. Student Experience - Ensure opportunities and provide supports for students to succeed in a diverse and inspiring learning environment.

EQUAL EDUCATION OPPORTUNITY

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

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

Megan Spangler
Director of Human Resources
mspangler@rossfordschools.org; 419.666.2010 (ext. #6903)

Dr. Nick Neiderhouse
Rossford Junior-Senior High School Principal
nneiderhouse@rossfordschools.org; 419.666.5262 (option 6)

Complaints will be investigated in accordance with the procedures described in Board Policy 2260 and beginning on page 36 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

SCHOOL DAY

Rossford Elementary School
Drop-Off: Students may be dropped off beginning at 8:45 a.m.
School Hours: 9:00 a.m. to 3:30 p.m.

Rossford Junior-Senior High School
Drop-Off: Students may be dropped off beginning at 7:30 a.m.
School Hours: 7:45 a.m. to 2:39 p.m

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

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

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

STUDENT WELL-BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the

event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, the student must notify a staff person immediately.

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

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

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means. Students who violate drug-related policies may be assigned to attend special classes in drug and alcohol education.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law on school grounds, on school vehicles and/or at any school-sponsored event.

Students in grades 9-12 who participate in extracurricular activities shall participate in Drug Testing as outlined in Administrative Guideline 5530B:

A. All students participating in an extracurricular activity will be tested prior to the start of the activity.

B. Students who participate in more than one activity will have an initial screening and thereafter will be placed in the random pool for each engaged activity.

C. Up to twenty percent (20%) of students participating in activities will be selected randomly for testing.

D. Tests will be administered at Rossford High School on a specific day. The cost of these tests will be paid by the Rossford Board of Education.

E. Students who cannot be present on the specific day for testing must have this test done by the school-approved agency. The cost may be the responsibility of the participant.

If a student is found in possession or show evidence of use of tobacco, alcohol, illegal drugs or counterfeit drugs as determined by a coach, advisor, administrator, faculty member, legal authority or other school personnel, the consequence will be:

A. First Offense (during grades 6-8 or grades 9-12): Four-week denial of participation in all interscholastic athletic events and/or extra-curricular activities (Self-referral would result in a two-week denial of participation). The student (if in grades 9-12) will automatically be included in random drug testing for his/her next four in-season tests. In addition, an assignment to any or all of the following programs will be made:

    1. special classes in drug and alcohol education
    2. school or community support groups
    3. assessment and possible treatment for chemical dependency
    4. volunteer work and/or community service
    5. a presentation to the co-curricular team concerning the issue of drug/alcohol use

    The program will be developed by the high school drug and alcohol counselor.

Pursuant to the stated philosophy of prevention and rehabilitation, Rossford Schools recognizes the benefit of continuing involvement in structured, positive activities for its students. Therefore, a student who is denied participation from athletics under this Code of Conduct for a first offense shall practice with the team and attend games (out of uniform).

Any student denied participation for the remainder of the season will forfeit any awards earned that season and will not be permitted to attend the season-ending awards banquet.

If the violation occurs at the end of a school year, the remaining penalty shall be carried into the next school year in which the student is a full-time participant of that entire season.

B. Second Offense (during grades 6-8 or grades 9-12): Denial of participation for one calendar year and assignment to any or all programs stated under first offense. The student will also be denied any involvement with the athletic/extra-curricular program.

C. Third Offense (during grades 6-8 or grades 9-12): A third violation will result in termination of extracurricular and athletic eligibility as detailed below.

1. Grades 6-8—Denial of participation from all extracurricular activities through the end of eighth grade.
2. Grades 9-12—Denial of participation from all extracurricular activities through graduation from Rossford High School.

A student who is denied participation for a second or third violation under this Code of Conduct shall not be permitted to participate in practice, attend any post-season banquets, or receive any awards.

Any refusal to undergo a drug test will be treated as a violation and subject to the same consequences as a positive test result.

APPEAL PROCESS:

A. All appeals will be heard by the principal.

B. Decision by the principal can be appealed to the Superintendent.

C. Decision by the Superintendent can be appealed to the Rossford Board of Education.

INJURY AND ILLNESS

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

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy or paying tuition.

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

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

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

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

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

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

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

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

A. an updated copy of the student's transcript;

B. a report of the student's behavior while in DYS custody;

C. the student's current IEP, if one has been developed for the child; and

D. a summary of the instructional record of the child's behavior.

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

SCHEDULING AND ASSIGNMENT

Rossford Elementary School

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

Rossford Junior-Senior High School

Scheduling requests are made by students in the spring for the upcoming school year, based on student needs and available class space. Schedules are provided at the beginning of the school year or upon enrollment. Any schedule changes must be requested through the Counseling Department by June 15 of the preceding school year. Students are expected to follow their assigned schedules; any changes require approval.

Changes impact class sizes, teacher assignments, and the overall master schedule. Course changes must be requested by June 15.

After this deadline, schedule changes will only be considered for the following reasons:

1. A scheduling error.
2. A requested course is unavailable or conflicts with another.
3. A student failed a required course.
4. A student did not meet course prerequisites.

If a change is warranted, the student and parent/guardian must complete a schedule change form in the Counseling Office. Schedule changes after the first five school days of the semester may result in a withdrawal failure. Changes will only be made if the master schedule allows, and no schedule will be altered if it results in more than one study hall per semester, except for seniors. Final decisions on changes are at the discretion of the principal.

EARLY DISMISSAL FROM SCHOOL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No

student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

WITHDRAWAL/TRANSFER FROM SCHOOL

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

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

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

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

USE OF MEDICATIONS

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

A. Parents should, with the counsel of their child's prescriber, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The appropriate form (Form 5330f1 - Authorization for Prescribed Medication/Drug or Treatment) must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.

D. Medication that is brought to the office will be properly secured. Medication must be delivered to the Principal's Office/School Clinic by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper form (Form 5330f3 - Authorization for the Possession and Use of Asthma Inhaler /Other Emergency Medication(s)). In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper form (Form 5330f4 - Authorization for the Possession and Use of Epinephrine Autoinjector (Epi-pen)), the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

*"Medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs.

Nonprescribed (Over-the-Counter) Medications

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without a written statement from a licensed health professional authorized to prescribe drugs and prior parent authorization. A Licensed Presciber's Statement (Form 5330 F1) and Authorization for Nonprescribed Medication or Treatment (Form 5330 F1a/F1b) must be submitted and approved by the building principal. For your convenience those forms have been combine and are are available through the following links: Nonprescribed Medication - Elementary Forms; Nonprescribed Medication - Secondary Forms.

Students may self-administer medication or treatment if they have written authorization from their parents and a licensed health professional authorized to prescribe drugs, but this must be done in the presence of a designated school employee. The only exception is for students authorized to manage their diabetes care according to Policy 5336.

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

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the

student's physician, and if the student is a minor, the written approval of the student's parent or guardian (Form 5330 F5 - Authorization for the Possession and Use of Seizure Medications). Copies of the written approvals must be provided to the Principal and any school nurse assigned to the building.

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

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

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF DIRECT CONTACT COMMUNICABLE DISEASES

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

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

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

CONTROL OF BLOOD-BORNE PATHOGENS

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

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

A. Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

B. Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.

C. Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

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

STUDENTS WITH DISABILITIES

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

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

A. has a mental or physical impairment that substantially limits one (1) or more major life activities;

B. has a record of such an impairment; or

C. is regarded as having such an impairment.

The District has specific responsibilities under these two (2) laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Erin Perry (Director of Student Services) at 419.666.2010 to inquire about evaluation procedures, programs, and services.

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

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact Erin Perry, liaison for Homeless Students, at 419.666.2010.

CHILDREN AND YOUTH IN FOSTER CARE

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

PROTECTION AND PRIVACY OF STUDENT RECORDS

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

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

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the district website.

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

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

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

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

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

A. political affiliations or beliefs of the student or the student's parents;

B. mental or psychological problems of the student or the student's family;

C. sex behavior or attitudes;

D. illegal, anti-social, self-incriminating or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or his/her parents; or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Rossford Board of Education Office to inspect such materials.

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

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

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

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

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

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, fees will be assessed as follows:

- Kindergarten through Fifth Grade $35
- Sixth, Seventh, and Eighth Grade $45
- Grades Nine through Twelve $55

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

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

Students can avoid late fines by promptly returning borrowed materials.

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

STUDENT FUND-RAISING

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

A. Crowdfunding activities are governed by Policy and Administrative Guideline 6605.

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

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

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

MEAL SERVICE

The District participates in the National School Lunch Program and makes lunches available to students. Costs for school meals are as follows:

	Breakfast	Lunch	Reduced Rate (Breakfast & Lunch)
Grades K-5	$2.25	$3.25	$0.00
Grades 6-8	$2.25	$3.50	$0.00
Grades 9-12	$2.25	$3.75	$0.00

Ala carte items are available. Milk is available for $0.50. Students may also bring their own lunch to school to be eaten in the School's cafeteria.

For information regarding meal charging procedures, see Policy 8500 and AG 8500D.
Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact Angela Lilly, Food Service Supervisor, at 419.661.2832.

SAFETY AND SECURITY

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

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

C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.

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

E. As many unneeded outside doors as possible are locked during the school day.

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

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

FIRE, TORNADO, AND SAFETY DRILLS

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

Safety drills will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building

rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing or delay through the automated School Messenger System. Parents/guardians are strongly encouraged to update phone numbers and email addresses through the PowerSchool Parent Portal. Detailed instructions are available through the following link: https://www.rossfordschools.org/AlertSystems.aspx.

Information concerning school closings or delays will also be shared with local news stations and through District social media accounts.

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. If a person wishes to confer with a member of the staff, the person should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

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

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of two (2) weeks at Rossford Elementary School and three (3) weeks at Rossford Junior-Senior High School. To check out any materials, contact the librarian.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

Information regarding the use of facilities may be found at:
https://www.rossfordschools.org/Maintenance.aspx.

RESTROOMS, LOCKER ROOMS, SHOWER ROOMS, AND CHANGING ROOMS

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

LOST AND FOUND

The lost and found area is located outside of the school cafeteria at both Rossford Elementary and Rossford Junior-Senior High School. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be donated to charity.

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

USE OF OFFICE TELEPHONES

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF PERSONAL COMMUNICATION DEVICES

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, cell phones and other personal communication devices (PCDs) shall not be used by students during school hours. During the instructional day, cell phone use is prohibited in order to allow students to focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

"Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children." (Ohio Department of Education)

Students are prohibited from using PCDs or having them "on" during the regularly scheduled school day unless given explicit consent by the building principal or teacher. From the moment the individual student arrives on school grounds during a day that students are in attendance for instructional purposes, until the last class of the day has ended for all students, the device must be powered completely off (not just placed into vibrate or silent mode; a device will be considered "On" if it is ready to receive, send, capture or record any communication, visual image, sound, text message or other information). Examples of prohibited PCDs include but are not limited to the following: cell phones, smart watches, tablets, and Bluetooth headphones/earbuds (such as AirPods).

Elementary students are required to leave PCDs in their backpack during the school day.

Junior-Senior High School Students shall secure all PCDs in the provided pouch in accordance with school guidelines. Rossford Junior-Senior High School Students who violate the PCD guidelines will be assigned discipline as follows:

- First Offense: The phone (or PCD) will be confiscated and returned at the end of the school day. The student and his/her guardian must sign a cell phone contract..

- Second Offense: The phone (or PCD) will be confiscated and returned to the student's guardian. The guardian may pick up the device during regular office hours on school days (Monday-Friday, 7:00 a.m. to 3:00 p.m.).
- Third Offense: Additional school consequences will be applied, and a personalized plan will be developed in collaboration with the student's guardian..

- Further non-compliance or additional offenses will result in additional disciplinary action, and may include in-school or out-of-school suspension.

Students are prohibited from using PCDs to capture, record, or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using a PCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.
A student may use a cell phone to monitor or address a health concern with preapproval from the building principal.

ADVERTISING OUTSIDE ACTIVITIES

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

SECTION II - ACADEMICS

COURSE OFFERINGS

Rossford Junior-Senior High School Course offerings are available online at:
https://www.rossfordschools.org/GuidanceOffice.aspx.

FIELD TRIPS

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

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

GRADES

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

Rossford Elementary School

Grades K-5

Grade (K-2)	*Grade (3-5)*	*Description*
4	A	Exceeding Grade Level Expectations; *I can make connections beyond what is expected of me and teach it to others.*
3	B	Meeting Grade Level Expectations; *I can independently do what is expected of me.*
2	C	Approaching Grade Level Expectations; With or without help, I can do some of what is expected of me.
1	N	Well Below Grade Level Expectations, Needs Improvement; *Even with help, I am unable to do what is expected of me.*

Rossford Junior-Senior High School

Percentage totals are converted to letter grades according to the following scales:

Grades 6-8

Letter Grade	Percentage	Quality Points
A	92-100	4.0
B	82-91	3.0
C	70-81	2.0
D	60-69	1.0
F	0-59	0.0

Grades 9-12

Letter Grade	Percent	Regular Courses (Quality Points)	Honors & CCP (Quality Points)
A	95-100	4.0	4.5
A-	92-94	3.67	4.17
B+	89-91	3.33	3.83
B	85-88	3.0	3.5
B-	82-84	2.67	3.17
C+	78-81	2.33	2.83
C	74-77	2.0	2.5
C-	70-73	1.67	2.17
D+	67-69	1.33	1.33
D	63-66	1.0	1.0
D-	60-62	0.67	0.67
F	59 & below	0.0	0.0

Note: Pluses and minuses will be used to calculate quarter, semester average, final grade and overall GPA for an individual subject area

Grade Point Average

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

Grading Periods

Students will be issued a progress report at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term. The progress report may be accessed online through the PowerSchool Parent Portal.

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

PROMOTION, ACCELERATION, AND RETENTION

A student will be promoted to the succeeding grade level in compliance with the terms of Ohio's Third Grade Reading Guarantee (Policy 2623.02) and when s/he has:

A. completed the course and State-mandated requirements at the presently assigned grade;

B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;

C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;

D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

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

A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip

B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)

C. potential for success in the accelerated placement based on sufficient proficiency at current level

D. social, emotional, and physical maturation necessary for success in an accelerated placement

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

A. failure to demonstrate proficiency

B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level

C. scoring at the below basic level on any State-mandated assessment test

GRADUATION REQUIREMENTS

Regular Diploma

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

In addition to earning course credits, each student must show competency and readiness. Specific course requirements are:

English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
Fine Arts	1 credit
Health	0.5 credit
Phys. Ed.	0.5 credit*
Electives	6 credits
Total	*22 credits*

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

Credit will be earned by:

A. completing coursework;

B. testing out of or demonstrating mastery of course content; or

C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution through College Credit Plus (CPP).

*Physical Education Waiver–Students who complete at least two full seasons of interscholastic athletics or marching band in grades 9–12, as verified by the guidance counselor, may be excused from the physical education requirement. However, students using the PE waiver must still fulfill the overall graduation requirement of 22 total credits.

Diploma Seals

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

Honors Diploma

Diploma with Honors is awarded to any student who successfully completes the Board's regular diploma requirement and completes the specific requirements for an honors diploma as required by law, which include:

Academic Honors Diploma - student completes the academic curriculum in the high school and has met at least six (6) of the following seven (7) criteria:

1. earn four (4) units of Mathematics, which shall include Algebra I, Geometry, Algebra II or equivalent and another higher-level course or a four (4) year sequence of courses that contains equivalent content;

2. earn four (4) units of science, including two (2) units of advanced science (courses that are inquiry-based with laboratory experiences and that align with grades 11/12 standards, or are an Advanced Placement course or an entry-level college course);

3. earn four (4) units of Social Studies

4. earn either three (3) units each of one (1) world language, or two (2) units each of two (2) world languages (must include no less than two (2) units of each language for which credit is sought);

5. earn one (1) unit of fine arts;

6. maintain an overall high school grade point average of at least 3.5 on an unweighted 4.0 scale up to the last grading period of the senior year; and

7. obtain a composite score of 27 on the American College Testing Program's (ACT) Test, or an equivalent composite score of 1280 on the Scholastic Assessment Test (SAT).

Career Tech Honors Diploma

Student meets nine (9) of the following ten (10) criteria:

1. earn four (4) units of Mathematics, which shall include Algebra I, Geometry, Algebra II or equivalent, and another higher-level course or a four (4) year sequence of courses that contains equivalent content;

2. earn four (4) units of science, including two (2) units of advanced science (courses that are inquiry-based with laboratory experiences and that align with grades 11/12 standards, or are an Advanced Placement course or an entry-level college course);

3. earn four (4) units of Social Studies;

4. earn two (2) units of one (1) world language;

5. earn four (4) units of Career-Technical courses which leads to an industry-recognized credential, apprenticeship, or is a part of an articulated career pathway which can lead to post-secondary credit;

6. maintain an overall high school grade point average of at least 3.5 on an unweighted 4.0 scale up to the last grading period of the senior year;

7. obtain a composite score of 27 on the American College Testing Program's (ACT) Test, or an equivalent composite score of 1280 on the Scholastic Assessment Test (SAT);

8. complete a field experience (experiential learning in either an internship or apprenticeship) and document the experience in a portfolio specific to the student's area of focus;

9. develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by a scholar or professional within the field/area who is not employed by the Board; and

10. earn an industry-recognized credential or achieve the proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

EARLY GRADUATION

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

EDUCATIONAL OPTIONS

The Rossford Exempted Village School District provides alternative means by which a student can achieve the goals of the District, as well as the student's personal educational goals.

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

In order to participate in an Educational Option, the student must first submit an application for approval by the school principal. Students under the age of eighteen (18) may only participate with the written consent of their parent or guardian. Applications are available in the counselor's office. Credit will be granted upon the successful completion of an approved program and will be assigned according to student performance relative to stated objectives of the approved instructional and performance plan and in accordance with Board policy and established administrative guidelines.

COLLEGE CREDIT PLUS PROGRAM

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

Students enrolled in a College Credit Plus program who earn the Honor Roll or the Dean's List will be recognized at the end of the semester. Students wishing to be recognized for their academic achievements must submit their transcript grades to the counseling office at the end of the semester. Please see the counseling department for dates and deadlines for submission.

CAREER ADVISING PROGRAM

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

RECOGNITION OF STUDENT ACHIEVEMENT

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

Honor Roll(s)

Honor Roll: GPA of 3.0-3.49
Principal's Honor Roll: GPA of 3.5-3.99
Distinguished Honor Roll: GPA of 4.0 and above

Athletic Awards

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

A Scholar Athlete Award is bestowed upon seniors with a minimum grade point average of 3.5.

The following honors are awarded in collaboration with the Ohio High School Athletic Association:

A. Archie Griffin Sportsmanship Award
B. Courageous Student Award
C. National Federation of High Schools Award of Excellence

HOMEWORK

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework provides an opportunity for practice and assists in preparing students to be successful on assessments such as tests.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

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

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a

gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

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

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

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

Acceptable Uses

A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the teacher or principal.

Unacceptable Uses

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

a. uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the

networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

b. uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in: "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

c. uses that jeopardize the security of student access and of the computer network or other networks on the Internet.

d. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

e. uses that are destructive in nature to network or computer equipment and software (i.e. installing new software or manipulating currently installed software.)

STUDENT ASSESSMENT

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences. While specific dates will be communicated by the building principals, testing will occur during the following windows established by the Ohio Department of Education and Workforce:

- FALL 2025 TEST ADMINISTRATION WINDOWS
  - Fall Grade 3 English language arts: October 13-31, 2025
  - Fall high school end-of-course: December 1, 2025-January 16, 2026

- SPRING 2026 TEST ADMINISTRATION WINDOWS
  - Spring English language arts: March 23-April 24, 2026
  - Spring math/science/social studies: March 30-May 8, 2026

For more information regarding State level testing, please visit:
https://education.ohio.gov/Topics/Testing/Test-Dates/2024-2025-Testing-Dates.

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

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

Semester exams may be scheduled for students in grades six (6) through twelve (12). As an incentive, students who meet specific criteria, including but not limited to academic performance and attendance, may qualify for exemption from one or more exams. The building principal will communicate the detailed criteria for exemptions.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

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

PUBLIC SCHOOL CHOICE OPTIONS

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

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Rossford Elementary and Rossford Junior-Senior High School provide students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

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

A list of curricular and extracurricular activities is available in the school office.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05. Students at Rossford Junior-Senior High School must be in attendance for at least 70% of the school day to participate in afterschool activities and/or athletics. This equates to missing no more than three academic periods during the eight period school day, or being in attendance prior to fourth period.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

No non district-sponsored organization may use the name of the school or school mascot on any materials or information.

ATHLETICS

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

A complete listing of athletics offered is available at:
https://www.rossfordschools.org/Athletics.aspx. For further information please contact:

- Ron Recknagel, 6-8 Athletic Director
  rrecknagel@rossfordschools.org | 419.666.5262
- Mark German, 9-12 Athletic Director
  mgerman@rossfordschools.org | 419.720.6705

ACADEMIC ELIGIBILITY | Rossford Junior-Senior High School

In order to be eligible for any co-curricular, interscholastic and non interscholastic extracurricular activity, a student must have maintained at least a 1.7 grade-point average and no more than one (1) "F" the previous nine (9) weeks for the grading period prior to the grading period in which the student wishes to participate. Students attending community or STEM schools may participate in extra-curricular activities in accordance with Policy 2430.02.

If a student who becomes ineligible under these standards improves their grade point average during the current grading period enough to meet the eligibility standard, the student may be reinstated at the beginning of the next grading period.

Students identified as disabled under R.C. Chapter 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for [a] course[s], given the individual student's disability.

Whenever a student becomes a member of a District-established student group or national organization such as National Honor Society, in order to remain a member, the student must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or organization.

The Athletic Director and/or Principal shall require that each student athlete, who participates in either an interscholastic or intramural sport, submits Form 2431 F1 and Form 2431 F2 signed by the student and the student's parent or guardian, or by a person having care or charge of the student, affirming that each has received the Ohio Department of Health's concussion and head injury information sheet. The forms shall be signed and submitted on an annual basis. No student may practice or compete in interscholastic or intramural athletics until Form 2431 F1 and Form 2431 F2 are received by the Athletic Director or Principal. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in a college credit plus program as long as the student fulfills all academic, non academic and financial requirements.

Students shall be fully informed of the curricular-related and extra-curricular activities available to them and of the eligibility standards established for participation in these activities. Students will be further informed that participation in these activities is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policy 5610.05 - Prohibition

from Extra-Curricular Activities). District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

No student will be limited from wearing religious apparel while participating in interscholastic or non-interscholastic extra-curricular activities unless such apparel poses a legitimate danger to participants. If such danger is identified, the student will be offered reasonable accommodations available for the participant wearing religious apparel.

STUDENT EMPLOYMENT

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, the student should contact the Junior-Senior High School Office to obtain a work permit. The top portion is to be completed by student/parent, bottom portion is to be completed by employer and the back portion is to be completed by a physician (physical, unless already on file from previous work permit or sports). Upon completion, the form needs to be turned into the main office and secretaries will complete the actual work permit. Student(s) must be present to sign a completed work permit.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

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

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

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the

student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy-two (72) or more hours in 1 school year.
If a student is habitually truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. Habitual truancy can also result in the following, as determined by the student's attendance intervention plan:

A. provide counseling to the student

B. request or require the student's parent to attend a parental involvement program

C. request or require a parent to attend a truancy prevention mediation program

D. notify the Registrar of Motor Vehicles of the student's absences

E. take appropriate legal action

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:

A. personal illness (a written physician's statement verifying the illness may be required)

B. appointment with a health care provider

C. illness in the family necessitating the presence of the child

D. quarantine of the home

E. death in the family

F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)

G. observation or celebration of a bona fide religious holiday

H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

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

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

I. such good cause as may be acceptable to the Superintendent/designee

J. service as a precinct officer at a primary, special or general election

K. college visitation

L. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status

M. absences due to a student being homeless

Religious Expression Days

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system.

Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

Notification of Absence

If a student will be absent, the parents must notify the School through School Messenger/Safe Arrival using any of the three methods below:

1. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store. The icon for the app looks like the below image. The first time you use the app, select Sign Up to create your account. Select Attendance -> Report an Absence. The icon for the application is pictured on the right for your reference.

2. Use the SafeArrival website via the SchoolMessenger link in your PowerSchool Parent Portal. Log into the PowerSchool Parent portal then scroll down and click on the SchoolMessenger link on the left.

3. Call the toll-free number 1-844-867-6066 to report an absence using the automated phone system.

These three options are all available 24 hours a day, 7 days a week. Future absences can be reported at any time. In addition, we will use the SchoolMessenger Communicate automated notification system to contact parents whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact parents at multiple contact points until a reason is submitted for the absence. If our system is unable to reach the designated contacts, office staff will follow up. Additional information is available through the following link: https://www.rossfordschools.org/AttendanceSystem.aspx.

If you report your child's absence in advance using the SafeArrival/SchoolMessenger toll-free number, website or mobile app, you will NOT receive these notifications.

When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

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

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

Homebound Instruction

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact Erin Perry (Director of Student Services) at 419.666.2010.

Make-up of Tests and Other School Work

Students who are absent from school shall be given the opportunity to make up missed work. The student should contact his/her teacher as soon as possible to obtain assignments.

If the absence is less than five (5) days, the number of days for completion of make-up work will be equivalent to the number of days of absence. For absences lasting longer than five (5) days, please consult with the building principal who will determine the time frame.

If a student misses a teacher's test, the student should make arrangements with the teacher to take the test at another time. If the student misses a State Mandated assessment test or other standardized test, the student should consult with the principal to arrange for administration of the test at another time.

Suspension from School

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

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

To obtain credit, the student must complete missed assignments during the suspension and turn them in to the teacher within the same number of days the student was suspended.

The student will be given at least partial credit for properly-completed assignments and will receive a grade for any made-up tests.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws of the State. (Please refer also to "Truancy" on page 16 of this handbook.)

<u>High School</u>

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

Tardiness

<u>Rossford Elementary School</u>

A student who is not in his/her assigned location by 9:00 a.m. shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

Rossford Junior-Senior High School

A student who is not in his/her assigned location by 7:45 a.m. shall be considered tardy.

Tardies shall be accumulated in two areas: (1) to school and (2) to class. Tardiness to school shall be interpreted as tardiness to school at the beginning of the school day. A student tardy to school should report directly to the high school office. Any student tardy to school after first period (hour) will be considered truant.

Rossford Junior-Senior High School Students who accumulate three or more tardies during a semester will be assigned discipline as follows:

- Three (3) tardies = after-school detention
- Five (5) tardies = before-school detention or Saturday School
- Six (6) tardies = mandatory guardian meeting with school administration and a representative from the Wood County Diversion Program.
- More than seven (7+) tardies = full day of in-school suspension

After the seventh recorded tardy, the school administration may implement additional measures to reinforce attendance expectations.

Vacations During the School Year

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. Teachers may, but are not required to, prepare assignments *ahead of time* when taking such an absence. A form requesting absence from school for personal convenience is available from the office and must be completed by the parent/guardian at least one week in advance of absence. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

RELEASED TIME FOR RELIGIOUS INSTRUCTION

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

CODE OF CONDUCT

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

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

Expected Behaviors

Students are expected to:

a. act courteously to adults and fellow students;

b. be prompt to school and attentive in class;

c. work cooperatively with others;

d. complete assigned tasks on time and as directed;

e. help maintain a school environment that is safe, friendly, and productive;

f. act at all times in a manner that reflects pride in self, family, and in the School.

Classroom Environment

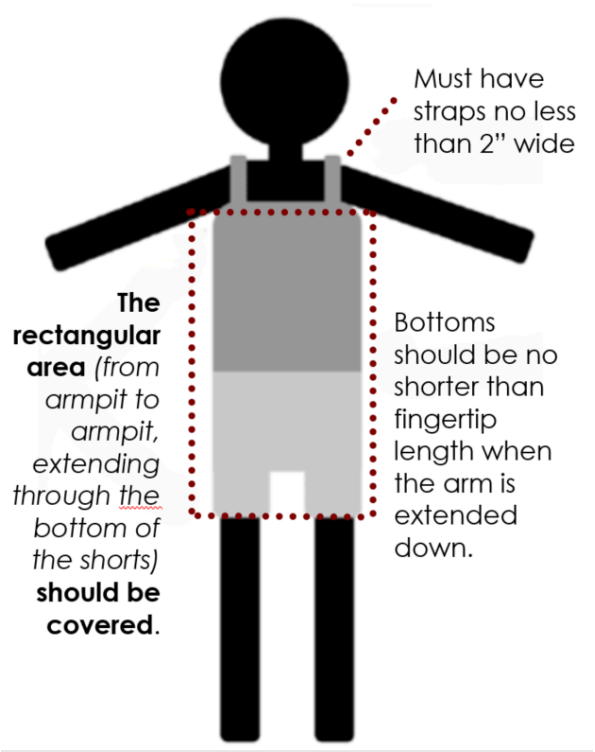
It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

A. a teacher to communicate effectively with all students in the class; and

B. all students in the class to have the opportunity to learn.

Dress and Grooming

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



Clothing should cover, at a minimum, the shaded portions as noted in the image on the left. Bottoms (shorts, skirts) should be fingertip length at a minimum. Any holes in pants must be below the fingertips.

Undergarments should not be visible.

Shoes must be worn at all times—cleats and slippers are not permitted. For safety, elementary students are discouraged from wearing open-toed shoes.

Sunglasses and coats should not be worn during the school day.

Bandanas, hats, hoods, or other head-coverings are not permitted except as required by a student's religion.

For safety purposes, chains/jewelry should be of reasonable length and not be worn hanging off clothing.

Pajamas (pants/bottoms/tops) are not appropriate school attire and shall not be worn.

Students may not wear clothing that has suggestive or inappropriate words/symbols/items including those displaying drugs, alcohol, or tobacco products.

Students are not permitted to carry backpacks during the school day. If a student has an extenuating circumstance (medical or otherwise) that requires an exception to this rule, the student or their guardian should contact the principal in advance to request approval. Students may carry a small bag for personal/hygiene items, not to exceed 7.5 x 5 inches.

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

Gangs

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

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

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

Care of Property

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

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

BULLYING, HARASSMENT, AND INTIMIDATION

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

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or

pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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

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

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

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

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

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

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

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

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

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

Complaints

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

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

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the

complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

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

Privacy/Confidentiality

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

Reporting Requirement

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

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

Immunity

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

PROTECTION OF INDIVIDUAL BELIEFS

The Board shall not solicit or require current or prospective students who seek enrollment in the District to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movement or ideology, nor will the District use any statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology to evaluate the student's academic performance. (See Policy 2265)

TITLE IX SEXUAL HARASSMENT

As outlined in Board Policy 2266 - Sexual Harassment/Title IX Grievance Procress, The Board of Education of the Rossford Exempted Village School District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and

employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent, i.e., that is not clearly unreasonable in light of the known circumstances.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have reported or experienced Sexual Harassment ongoing supportive measures and remedies as applicable and reasonably necessary to restore or preserve access to the District's education programs and activities.

Coverage

This policy applies to Sexual Harassment that occurs in the United States and within the District's education programs and activities, and includes locations, events, and circumstances over which the District exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurs. In some circumstances, the District may not have the authority to impose disciplinary action. Where the District does not have disciplinary authority, the District will seek to meet its Title IX obligations by evaluating the reported conduct, providing reasonable supportive measures, assisting the Complainant in identifying external reporting options, and taking reasonably available steps to end the Sexual Harassment.

Conduct to which this policy does not apply may also be prohibited by the Student Code of Conduct, Board policies and administrative guidelines, rules and handbooks applicable to employees (including the Licensure Code of Professional Conduct for Educators), or applicable State and/or Federal laws and regulations.

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Megan Spangler
Director of Human Resources
mspangler@rossfordschools.org; 419.666.2010 (ext. 6903)

Dr. Nick Neiderhouse
Rossford Junior-Senior High School Principal
nneiderhouse@rossfordschools.org; 419.666.5262 (option 6)

Questions about this policy should be directed to the Title IX Coordinators listed above.

ZERO TOLERANCE

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

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, restorative practices, assignment to a class/program, progressive discipline, parent/guardian notification,

parent/guardian conference, detention, in school discipline, suspension, and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials, as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Possession/Use of drugs and/or alcohol

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

If a building principal has a reasonable individualized suspicion of drug or alcohol use, the building principal may request the student in question to submit to any appropriate testing including, but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one (1) other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, the student will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

2. **Possession/use of tobacco**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term “tobacco” includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, “JUUL”, “NJOY,” “BREEZE,” “Puff Bar,” etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes or other smoking devices for burning tobacco or any other substance is also prohibited.

3. Use and/or possession of a firearm

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

Firearm is defined as any weapon (including a starter gun) that will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

4. Use and/or possession of a weapon

The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordnances under State law. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

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

5. Use of an object as a weapon

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

6. Knowledge of dangerous weapons or threats of violence

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

7. Arson

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

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

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

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

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

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

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

11. Misconduct off school grounds

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

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

12. Extortion

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

13. Gambling

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

14. Falsification of school work, identification, forgery

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

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

15. Bomb Threats, and other false alarms and reports

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

16. Terroristic Threat

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

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

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not

limited to, explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances, or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration, or detonation.

18. Trespassing

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

19. Theft, or knowingly receiving or possessing stolen property

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

20. Insubordination

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

21. Damaging property (Vandalism)

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

22. Persistent absence or tardiness

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

23. Unauthorized use of school or private property

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

24. Refusing to accept discipline

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

25. Aiding or abetting violation of school rules

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

26. Displays of affection

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

27. Possession of electronic equipment

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students are prohibited from using PCDs (such as cell phones and smart watches) or having them "on" during the regularly scheduled school day. *Details regarding cell phone usage may be found on page 15 of this Handbook.* Students shall not use or possess any other electronic equipment on school property or at any school-sponsored activity. Examples of prohibited devices include, but are not limited to, headphones and AirPods, CD/MP3 players, tablets, electronic games/toys, beepers/paging devices, and personal computing devices. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

28. Violation of individual school/classroom rules

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

29. Violation of bus/school vehicle rules (see Section V – Transportation)

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

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

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

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

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

A. verbal harassment or abuse;

B. pressure for sexual activity;

C. repeated remarks with sexual or demeaning implications;

D. unwelcome touching;

E. sexual jokes, posters, cartoons, etc.;

F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;

G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

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

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

A. **Verbal**:

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

B. **Nonverbal**:

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

C. **Physical**:

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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

Megan Spangler
Director of Human Resources
mspangler@rossfordschools.org; 419.666.2010 (ext. 6903)

Dr. Nick Neiderhouse
Rossford Junior-Senior High School Principal
nneiderhouse@rossfordschools.org; 419.666.5262 (option 6)

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

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

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

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

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

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

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

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

Any one having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board Policies PO 5517 and PO 5517.01 and Administrative Guidelines AG 5517 and AG 5517.01.

32. Hazing

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

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

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

33. Violent Conduct

Students may be expelled for up to one (1) school year for committing an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

34. Improper Dress

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol, or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. Dress code details may be found on pages 33-34 of this Handbook.

35. Careless or Reckless Driving

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

36. Burglary

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

37. Fighting

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

38. Lighting Incendiary Devices

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

39. Possession of Pornography

Possessing sexually explicit material.

40. Unauthorized use of vehicles

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

41. Disorderly Conduct

Disorderly conduct includes any behavior that causes a substantial interruption to the school environment or interferes with the educational process, whether during the school day or during extra- or co-curricular activities. This may include inappropriate language, disrespect toward staff or students, and disruptive actions that prevent others from learning or participating.

DISCIPLINE

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

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

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

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

Informal Discipline

Informal discipline takes place within the School. It includes:

A. restorative practices;

B. change of seating or location;

C. assignment to class or program (such as drug prevention programming);

D. detention (before school, after school, and/or during lunch);

E. in-school discipline;

F. Saturday school.

<u>Detentions</u>

A student may be detained after school or asked to come to school early by a teacher, after giving the student and the student's guardian one (1) day's notice. The student or their parents are responsible for transportation.

If a student needs to reschedule a detention, they must notify school administration in advance. Failure to attend a scheduled detention without prior communication will require the student to

make it up within two days. If the detention is not completed within this timeframe, further consequences may be assigned, which may include Saturday School or suspension.

In-School Discipline

Saturday school may be in session from 8:00 a.m. to 12:00 p.m.

Assigned students shall arrive with sufficient educational materials to be busy during this four hour study period.

Failure to timely serve Detention, In-School Discipline and/or Saturday School assignment(s) may lead to suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to Detention, In-School Discipline, and Saturday School:

A. Students are required to have class assignments with them.

B. Students are not to communicate with each other unless given permission to do so.

C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

D. Students shall not be allowed to put their heads down or sleep.

E. No electronic communication devices (cell phones), radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.

F. No food or beverages shall be consumed.

G. Any student who has not passed all of the State-mandated assessment tests may be required to work on a study packet for one (1) or more of the unpassed tests.

Transportation to and from Saturday school is the student's/parent's responsibility.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days, or for any period of time if the expulsion will extend into the following semester or school year, will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent, at the Superintendent's discretion, may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an

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

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

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

DUE PROCESS RIGHTS

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

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

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain their view of the underlying facts. After that informal hearing, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and their parents will be given written notification of the suspension within one (1) day, setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 7 days after receipt of the suspension notice, to the Superintendent or Designee. The request for an appeal must be submitted in writing to the Superintendent.

During the appeal process,the student shall not be allowed to remain in school.

Emergency Removal

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

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

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the Principal, assistant principal, Superintendent, or a designee, and may challenge the reasons for the removal or otherwise explain their actions.

Students in Grades Pre-K Through Three (3)

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

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

Expulsion from School

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

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

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

Within 14 (fourteen) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

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

Permanent Exclusion

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older, who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

A. conveying deadly weapons onto school property or to a school function;

B. possessing deadly weapons onto school property or at a school function;

C. carrying a concealed weapon onto school property or at a school function;

D. trafficking in drugs onto school property or at a school function;

E. murder, aggravated murder on school property or at a school function;

F. voluntary or involuntary manslaughter on school grounds or at a school function;

G. assault or aggravated assault on school property or at a school function;

H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;

I. complicity in any of the above offenses, regardless of the location.

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

Discipline of Students with Disabilities

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

Suspension of Bus Riding/Transportation Privileges

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

If a student's bus riding/transportation privileges are suspended, the student and their parents will be notified, in writing and within one (1) day, of the reason for the suspension and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or a student's property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of

privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

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

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

INTERROGATION OF STUDENTS

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

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

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

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

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar;

2. advertises any product or service not permitted to minors by law;

3. intends to be insulting or harassing;

4. intends to incite fighting; or

5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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

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

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The School provides transportation for all students who live farther than 2 miles from school. The transportation schedule and routes are available by contacting the Transportation Supervisor: Tamara Meehan at 419-666-8695 ext 3601.

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

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

CONDUCT ON SCHOOL VEHICLES

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

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

Students must comply with the following basic safety rules:

<u>Prior to loading (on the road and at school)</u>

Each student shall:

A. be on time at the designated loading zone (15 minutes prior to scheduled stop);

B. stay off the road at all times while walking to and waiting for school transportation;

C. line up single file off the roadway to enter;

D. wait until the school transportation is completely stopped before moving forward to enter;

E. refrain from crossing a highway until the driver signals it is safe to cross;

F. properly board and depart the vehicle;

G. go immediately to a seat and be seated.

Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

A. remain seated while the school transportation is in motion;

B. keep head, hands, arms, and legs inside the school transportation at all times;

C. not push, shove, or engage in scuffling;

D. not litter in the school vehicle or throw anything in, into, or from the vehicle;

E. keep books, packages, coats, and all other objects out of the aisle;

F. be courteous to the driver and to other riders;

G. not eat or play games, cards, etc.;

H. not use nuisance devices (e.g., laser pointers) on the school vehicle in a way that disrupts the safe transportation of students and/or endangers students or employees;

I. not tamper with the school vehicle or any of its equipment (including, but not limited to, emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

A. remain seated until the vehicle has stopped;

B. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;

C. be alert to a possible danger signal from the driver.

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

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ON SCHOOL BUSES

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

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

PENALTIES FOR INFRACTIONS

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

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

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

SELF-TRANSPORTATION TO SCHOOL

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

The following rules shall apply:

A. Students and their parents shall complete the Student Vehicle Form 5515 F1 – Application to Drive Vehicles on School Property and provide evidence of:

    1. driver's license;

    2. insurance certificate; and

    3. vehicle registration.

B. Parking at school, if approved, is a privilege. If abused in any way, it may be revoked at any time.

C. Students are required to obey the parking lot speed limit of 10 mph.

D. The student must obtain a permit from the Rossford Junior-Senior High School Office ($10 fee applies).

E. If a student's parking permit is suspended, no fees will be refunded.

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

When the School provides transportation, students shall not drive to school-sponsored activities unless the student's parents provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 Parental Authorization and Release From Liability Form – which is approved by the Principal.

An approved student driver may not transport other students to a school sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using Form 5515 F2 Parental Authorization and Release From Liability Form - which is approved by the Principal.

All vehicles entering school property are subject to search and inspection.