



Bridgeport School District  
55707 Industrial Dr.  
Bridgeport, OH 43912



# 2024-2025 Handbook

Tradition.  
Community.  
The Future.  
*Our Responsibility.*

# 2024-2025

## Student / Staff Calendar

## Bridgeport Exempted Village School District

August 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- = School Closed for Students and Staff
- = 1st Day of School
- = Teacher Prof. Dev. (No School/Staff Report)
- = Teacher Work Day (No School for Students)
- = 2 Hr. Delay (In-Service for Staff)
- = Last Day of School for Student
- = P/T Conference Day (No School for Students)

September 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Aug. 16 - Teacher Work Day
Aug. 19 - Staff Mtg - 8:00 a.m. - 3:00 p.m.
Aug. 19 - Bulldog Pride Night - Open House 5:30 p.m. - 7:00 p.m.
Aug. 20 - Teacher Work Day (Professional Day) - No School for Students
Aug. 21 - 1st Day of School for Students
Sept. 2 - Labor Day - No School - Closed
Sept. 3 - 2 Hour Delay - Teacher In-Service
Sept. 23 - 2 Hour Delay - Teacher In-Service
Oct. 14 - Teacher In-Service (Professional Day) - No School for Students
Nov. 5 - Teacher In-Service (Professional Day) No School for Students
Nov. 26 - Parent / Teacher Conferences (12:00 - 7:00) - No School for Students
Nov. 27 - Dec. 1 - Thanksgiving Break - No School - Closed
Dec. 23 - Jan. 5 - Christmas Break - No School - Closed
Jan. 20 - Martin Luther King, Jr. Day - No School - Closed
Feb. 3 - Teacher In-Service (Professional Day) - No School for Students
Feb. 17 - President's Day - No School - Closed
Mar. 3 - 2 Hour Delay - Teacher In-Service
Mar. 12 - Parent / Teacher Conferences (12:00 - 7:00) - No School for Students
Mar. 13 - 17 - Spring Break - No School - Closed
April 18 - 21 - Easter Break - No School - Closed
May 23 - Graduation - 7:00 p.m.
May 26 - Memorial Day - No School - Closed
May 28 - Students Last Day of School (Early Dismissal at 12:30 p.m.)
May 29 - Teacher In-Service (Professional Day)
May 30 - Teacher Work Day
Make Up Hours: To Be Determined As Needed
<b>Summer Break Begins - Have a Safe Summer</b>
174 - Student Days      184 - Teacher Days

October 24						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 24						
Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 25						
Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 25						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 25						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 25						
Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1st Quarter - 46 Days : August 21st - October 25th (Interim - September 20th)  
 Report Card Day - November 1st  
 2nd Quarter - 40 Days : October 28th - January 10th (Interim - December 6th)  
 Report Card Day - January 17th  
 3rd Quarter - 43 days : January 13th - March 21st (Interim - February 14th)  
 Report Card Day - March 28th  
 4th Quarter - 45 Days : March 24th - May 28th (Interim - April 25th)

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## **Welcome "Bulldogs"**

The faculty and administration wish to welcome all students to the Bridgeport Exempted Village School District, a state-of-the-art PreK - 12 facility.

It is our hope that each student continues the fine tradition of the Bridgeport Schools by attending school regularly, studying well, and participating in school activities. This handbook is to serve as a reference for all Bridgeport students and their parents. It is very important that these policies are followed and that students familiarize themselves with them.

A parent's attitude toward school is most important. The respect manifested for the school and individual teachers by the parent will be manifested by the child.

### **Central Office Business Hours**

The Central Office Business Hours are as follows:

Monday – Friday  
7:30 a.m. – 3:30 p.m.

### **Equal Education Opportunity**

This District provides an equal educational opportunity for all students.

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

Brent Ripley, Superintendent 740-635-1713	Eric Meininger, Treasurer 740-635-1713	Anne Haverty Lawson, MS Principal 740-635-0853
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Complaints will be investigated in accordance with the procedures described on page 37 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.

### **Family Educational Rights and Privacy Act (FERPA)** **Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that Bridgeport Exempted Village School District with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following

information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Bridgeport Exempted Village School District to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing. The district has designated the following information as 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; or awards received.

The Board designates school-assigned e-mail accounts as directory information for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes.

### **Photography/Videos**

Student photography and videos are frequently taken by staff and media (with permission from the school principal) for use in school programs, publications, website, or other marketing purposes. Parents (or students, ages 18 or older) will give permission or deny their student to get their photograph taken via the online emergency medical authorization form.

### **Open Enrollment**

The Bridgeport Exempted Village School District has adopted a “Statewide” Open Enrollment policy located on the district website. An online application is required to be submitted and approved annually by the Superintendent to be eligible for open enrollment. The deadline for the submission of Open Enrollment Forms is the second Friday of September of the current school year.

### **Withdrawal/Transfer from School**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her 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 s/he is under the age of 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 with transferring schools’ notice or request.

### **Homeless Students**

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

Andrea Criswell, Homeless Liaison  
740-635-0853 ext. 1060

### **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 Policy 5111.03.

### **Bridgeport Elementary Schedule**

7:25 a.m. – 8:05 a.m.	Teacher Planning
7:35 a.m.	Students are permitted to enter building and proceed to the cafetorium. Students eating breakfast must arrive before 7:45 a.m.
8:05 a.m.	School Begins Doors lock automatically at 8:05 a.m. Students must report to the elementary office and are marked tardy after 8:05 a.m.
10:00 a.m. -10:10 a.m.	K – 2 <sup>nd</sup> Grade Morning Recess
11:00 a.m. -11:30 a.m.	Lunch
11:30 a.m. - 11:45 a.m.	K – 4 <sup>th</sup> Grade Recess
2:40 p.m.	Student Dismissal

### **2 Hour Delay Schedule (No AM PreK)**

9:25 a.m. -10:05 a.m.	Teacher Planning
10:05 a.m.	School Begins
11:25 a.m. -11:55 a.m.	Lunch
11:55 a.m. -12:10 p.m.	K – 4 <sup>th</sup> Grade Recess
2:40 p.m.	Student Dismissal

### **Pre-K Schedule**

8:15 a.m. -11:00 a.m.	AM Class
12:00- p.m. - 2:45 p.m.	PM Class

**\*No AM or PM Pre-K on scheduled 2 Hour Delay Teacher In-services and Teacher Planning.**

**Bridgeport Middle School**  
**Period Time Schedule**

Teacher Planning Time	7:25 – 8:05
Tardy Tone	8:05
First Period	8:05 – 8:44
Second Period	8:46 – 9:26
Third Period	9:28 – 10:08
Fourth Period	10:10 – 10:50
Fifth Period	10:52 – 11:32
FLEX	11:34 – 12:09
Sixth Period	12:11 – 12:51
Seventh Period ( <b>LUNCH</b> )	12:51 – 1:21
Eighth Period	1:23 – 2:03
Ninth Period	2:05 – 2:45
Bus Riders Dismissed	2:45
Rider, Walkers, and Drivers	2:48

**2 Hour Delay Schedule**

Teacher Planning Time	9:25 – 10:05
Tardy Tone	10:05
First Period	10:05-10:35
Second Period	10:37-11:05
Third Period	11:07-11:35
Fourth Period	11:37-12:05
Sixth Period	12:07-12:45
Seventh Period (MS Lunch)	12:45-1:15
Fifth Period	1:17-1:41
Eighth Period	1:43-2:10
Ninth Period	2:12-2:45
Bus Riders Dismissed	2:45
Rider, Walkers, and Drivers	2:48

**Pep Assembly Schedule**

- During a Pep Assembly Day, 9<sup>th</sup> period will take place during the normal Flex period (11:34 – 12:09)
- The Pep Assembly will take place during last the period time of 2:05 – 2:45
- Students will report to their Flex teacher at 2:05 until called down for the assembly

**Bridgeport High School**  
**Period Time Schedule**

Teacher Planning Time	7:25 – 8:05
Tardy Tone	8:05
First Period	8:05 – 8:44
Second Period	8:46 – 9:26
Third Period	9:28 – 10:08
Fourth Period	10:10 – 10:50
Fifth Period	10:52 – 11:32
FLEX	11:34 – 12:09
Sixth Period (LUNCH)	12:09 – 12:39
Seventh Period	12:41 – 1:21
Eighth Period	1:23 – 2:03
Ninth Period	2:05 – 2:45
Bus Riders Dismissed	2:45
Rider, Walkers, and Drivers	2:48

**2 Hour Delay Schedule**

Teacher Planning Time	9:25 – 10:05
Tardy Tone	10:05
First Period	10:05-10:35
Second Period	10:38-11:05
Third Period	11:08-11:35
Fourth Period	11:38-12:05
Sixth Period (HS Lunch)	12:05-12:35
Seventh Period	12:38-1:12
Fifth Period	1:17-1:41
Eighth Period	1:43-2:10
Ninth Period	2:12-2:45
Bus Riders Dismissed	2:45
Rider, Walkers, and Drivers	2:48

**Pep Assembly Schedule**

- During a Pep Assembly Day, 9<sup>th</sup> period will take place during the normal Flex period (11:34 – 12:09)
- The Pep Assembly will take place during last the period time of 2:05 – 2:45
- Students will report to their Flex teacher at 2:05 until called down for the assembly

**CLOSED LUNCH FOR ALL STUDENTS-** Students are to eat lunch in the cafetorium and are not permitted to leave cafetorium without permission. The only exception is for CCP students. CCP students can eat lunch in the CCP lobby and sign out in the office to get lunch during lunch time.



## **School Info App**

Anyone can download the district app in the App store or Google Play Store and search for Bridgeport School District or scan the QR code to the right. Stay up to date on notifications, events and access lunch menus, bus routes, staff directory, etc. Please note: All notifications will be sent out from the app, so information is never missed.



## **Notification Service (Instant Connect)**

- The district/school uses this service for all urgent and non-urgent announcements throughout the school year so that you will always have timely information about school.
  - Messages include, but are not limited to, Emergencies, Closings, Delays, Early Dismissals, and General Reminders.
  - Contact information is generated through the school's database. If your phone numbers and/or email address changes at any time, please log in to your child's online forms and update your phone numbers on the Emergency Medical Forms. Ensure you have checked the **"Use for IC Calls"** box to receive notification messages to the phone number listed.

### Parent Progress Book Access

- Access your child's grades, attendance, and homework by logging into the Progress Book Parent Access website.
- Parent alerts can be set up in parent access to receive an email for missing assignments and low marks.
- Parent and student account logins remain the same every year.
- If you do not have a Parent Access account, please contact Lisa Clark, Technology Coordinator, by phone 740-635-0853 or by email [lisa.clark@bridgeportschools.net](mailto:lisa.clark@bridgeportschools.net).
- If you do not have Internet Access, you can visit the local library or gain access from the district parking lot.

## **Website**

Website: [www.bridgeportschools.net](http://www.bridgeportschools.net)

### District and school news

- Calendar of events occurring throughout the district
- Cafeteria Menus
- Staff Information
  - Email Addresses posted on District Website
    - If you are unable to contact a teacher by phone, email is available to address questions and concerns.
  - Common Teacher Plan Period 7:25-8:05
    - To increase parent conference calls
    - All teachers have voicemail that can be reached by calling (740) 635-0853 and pressing 5 for the staff directory.

### **School Closing or Delays**

Occasionally, during the winter months, weather conditions may cause schools to have delayed opening or closure. The district will use the Notification phone messaging service, as well as the district school app to notify students and parents. The school superintendent will also notify channel 9 and channel 7 TV stations.

### **Emergency School Dismissals**

Occasionally, it may be necessary to dismiss school early without the opportunity to notify parents except through the Parent Notification Phone System, School Info App, and local radio & TV stations. Therefore, it is vitally important to have a plan in place for your child should this occur. Make arrangements with a relative, neighbor or older sibling to care for your child and make sure that your child knows what he/she should do if this should happen. Review your plan periodically with your child and ensure this information is updated in the online transportation form. School personnel will not be able to contact each child's parent via telephone.

### **School Visitors**

Upon arrival, visitors must sign-in and obtain a visitor's pass from the school office. Upon exiting the building, visitors must sign-out and turn in the visitor's pass.

### **Cafeteria Program** **School Lunch/Breakfast/Milk Cost**

The charge for a hot lunch (milk included) is \$2.80 per day for students in K-4. Breakfast is free for all students. Students who prefer to bring a packed lunch from home may purchase a half pint of milk for 50 cents in the cafeteria. Lunch for grades 5-8 will be \$3.05. Lunch for grades 9-12 is \$3.30. When available, items may be bought separately in grades 5 through 12. Energy drinks are not permitted at school. Lunch will be served each day when school is in session. Lunch may not be delivered from commercial establishments to the school. The menu is subject to change without prior notice. Reduced lunch cost is 40 cents to any student who qualifies. Applications, which will be made available to all families at any time during the school year, must be submitted online in Pay Schools to determine eligibility. The link to this application is on the website under Parent Resources.

Students are asked to use the cafeteria facilities with pride and to work to keep the floor and tables as clean as possible. Each student will return his/her tray and clean up the area where he/she was eating. If each person does his/her part, the general clean-up of the cafeteria after lunch will be much easier. Menus can be viewed and printed from the school website or the School Info App.

### **Weekly Cafeteria Cost**

<b>Elementary</b>					
Days Per Week	Day 1	Day 2	Day 3	Day 4	Day 5
Lunch	2.80	5.60	8.40	11.20	14.00
<b>Middle School</b>					
Days Per Week	Day 1	Day 2	Day 3	Day 4	Day 5
Lunch	3.05	6.10	9.15	12.20	15.25
<b>High School</b>					
Days Per Week	Day 1	Day 2	Day 3	Day 4	Day 5
Lunch	3.30	6.60	9.90	13.20	16.50

## **Cafeteria – Point of Sale Program**

The Bridgeport School District Cafeteria operates a computerized point of sale debit system. This system benefits you, your child, and the district in many ways. However, if you still have questions, please feel free to call Eric Meininger, Treasurer, at 635-1713 ext. 1003 or Donna Burlenski, Cafeteria and Food Service Director, at 635-0853 ext. 4290.

With the point-of-sale system, you pay in advance for meals and/or ala carte foods (juice drinks, extra entrees, snacks, etc.) by sending money with your child or using the PaySchools Central system outlined below. Money will only be deducted from your child's account when he/she purchases meals and/or ala carte items. The system will know the meal status of your student (full-pay, free, or reduced) and will deduct the correct amount from the account.

The system works with a twelve key PIN pad (located near the end of the serving line) that is similar to an automated teller machine (ATM). It will allow your son or daughter to enter their 4-digit personal identification number (PIN) to access their account. Please note that this system is very confidential. All students will be required to enter their PIN number regardless of meal status or payment method, thus insuring your child's privacy.

To prevent fraudulent use of student accounts a digital image of your child will appear on the monitor for the cashier to view every time your child accesses his or her account; therefore, ensuring that no other student can use your child's account.

There is no limit on the amount of money that can be deposited into a debit account. You may also check your child's lunch account balance by calling Donna Burlenski @ 740-635-0853 ext. 4290.

Students will be allowed to charge (go into the negative) for two meals. If no funds are received and your child comes through the lunch line the next day, your child will be given a cheese sandwich and milk for lunch. Please do not get upset at cafeteria employees for following this policy. It is your responsibility to make sure that your child has sufficient funds in their account.

To make an advanced payment, submit a check in an envelope with your child's name, PIN Number, amount enclosed. Please make checks payable to: The Bridgeport School District. For safety purposes, we recommend that advanced payments be sent in the form of a check. If you are paying for more than one student, please note how much money is to be designated to each student's account. If you do not specify, the deposit amount will be divided equally between siblings' accounts.

Please include on envelope:

Student Name
PIN Number
Amount Enclosed

Students in Grades K-4 are to turn their payments in to the homeroom teacher in the morning and students in grades 5-12 are to turn their payments in to the cafeteria in the morning.

To submit payment online, please follow the PaySchools Central directions outlined below.

## **PaySchools Central Information**

You are able to put money on your child's meal account over the Internet 24 hours a day, 7 days a week using PaySchoolsCentral.

By logging onto **www.payschoolscentral.com**, you can easily:

- Set up an account.
- Apply for free and reduced lunch.
- Deposit money at your convenience.

- Set email reminders to notify you when your child's account gets low.
- Set up recurring lunch payments.
- Check your child's account balance.
- View an activity report so you can see what your child has purchased in the cafeteria the previous 30 days.

To set up an account, all you will need is:

- A valid email address.
- A credit card or ACH Check Information.
- Your child's student identification number.

Each child in your family can be set up on the same account. If you decide to put money on your child's account, there is a convenience fee of 3.9% for a transaction of \$50.00 and above or a flat rate of \$1.65 for a transaction of \$49.00 and below. Once the money is put on the account, it typically appears in your child's account within 1-2 hours, except while lunch is being served.

For more information on this feature and instructions on setting up an account, please visit our website @ [www.bridgeportschools.net](http://www.bridgeportschools.net) and follow the Parent Resources Link.

### **Attendance (K-12)**

Parents, guardians, or other persons having control are responsible for making sure that children attend school each day school is in session. (ORC 3321.19)

Every day a student is absent, the parent or guardian should call the school by 8:05 a.m. to inform school officials that their child will not attend school that day. As required by law, if the office does not receive a phone call by the completion of the attendance, the parent/guardian will receive a call home on their primary number listed in the Parent Notification system.

It is the policy of Bridgeport Exempted Village School District to promote good attendance. (Employers advise that attendance is one of the most serious problems they have among young people from ages 16-28). Most students with poor attendance have academic problems. A student is **Truant** from school when the parent(s)/guardian(s) of the student expect the student to be in school. A student is **Unexcused (From absence or tardiness)** when she/he is in violation of the compulsory education laws of the State of Ohio.

#### **House Bill 410: The definition of 'habitual truant' changed from days to hours.**

1. The new definition is:

- Absent 30 or more consecutive hours **without** a legitimate excuse.
- Absent 42 or more hours in one month **without** a legitimate excuse; or
- Absent 72 or more hours in one year **without** a legitimate excuse.

**\*Refer to "Absence Reporting" below for a list of legitimate excuses**

2. **Includes 'excessive absences':**

- Absent 38 or more hours in one school month **with or without** a legitimate excuse.
- or Absent 65 or more hours in one school year **with or without** a legitimate excuse.

**\*Only Written Doctor's Excuses do not count toward the 'excessive absences' threshold.**

**\*Per House Bill 410, attendance for students is calculated based on the number of hours in which students are not present in school, this includes minutes when students arrive late or are signed out to leave early.**

- Bridgeport Exempted Village School District daily hours/minutes of instructional time:
- Kindergarten - Fourth Grade—6 hours 5 minutes
- Fifth through Twelfth—6 hours 10 minutes

**In Accordance with House Bill 410 the following procedures apply:**

Once hours threshold for **excused and/or unexcused** absences are met: 38 hrs. per month or 65 hours per year:

1. Initial letter sent
2. Truancy Intervention Plan developed for the student
3. Employ other Intervention Strategies

Once hours threshold for unexcused absences are met: 30 or more consecutive hours or 42 hours per month or 72 hours per year:

1. Absence Intervention Team developed
2. Engage parents to determine if Children's Services referral is needed
3. Absence Intervention Plan developed
4. Plan provided in writing to the parent

If Juvenile refuses to participate or fails to make satisfactory progress on plan, complaint filed no later than 61st day after plan implementation.

Failure of Parents/Guardians to adhere to this policy may result in a referral by the Truancy Officer to the Belmont County Prosecutor's Office for charges pursuant to Ohio Revised Code Section 2919.222, Parental Education Neglect, a Misdemeanor of the 4<sup>th</sup> Degree, punishable by up to a thirty (30) day jail sentence and/or up to a two hundred and fifty dollar (\$250.00) fine.

Absences are coded the following two ways:

1. EXCUSED – met/meets one of the 7 reasons found under “absence reporting” section below.
2. UNEXCUSED - The absence does not meet one of the 7 reasons under “absence reporting” below.

**Absence Reporting**

Due to federal statutes, especially Senate Bill 321, “The Missing Child Act” of 1985, and state laws regarding missing children, parent(s)/guardian(s) have a legal responsibility to call the school to report that their children will not be in school.

That call must be made each day the child is absent before 8:05am. It is not necessary to report the nature of the absence—report only that the child(ren) will be absent. The follow-up note to the school will state the nature of the absence.

Students in Ohio may be issued an excused absence or tardy for the following when appropriate documentation is submitted to the office. **Reminder: these incidents DO NOT count in the habitual truant category but DO count toward excessive absences with the exception of a written doctor's excuse.**

- Personal illness or medical appointment with an accompanying physician's statement.
- Illness in the immediate family requires the student to stay home as determined by the principal.
- Quarantine of the home (required to go home and/or remain at home as deemed necessary by the school nurse and/or administration)
- Death in the immediate family (maximum 18 school hours)
- Observance of religious holidays in which the student is personally involved.
- Attendance at school related events – court appearance for the child.
- Family emergency or set of circumstances which, in the judgment of the school administration or attendance officer, constitutes good and sufficient cause for absence from school (house flooding, fire, tornado, etc.)

Upon return to school, a student note will include.

- the date the note was written.
- the name of the student and grade
- the days the student was absent (tardy)
- the reason(s) for the absence (tardiness)
- signature of parent/guardian
- phone number

**A Phone call cannot take the place of a written absence note.**

**Absences due to doctor's appointments or court proceedings must be verified with documentation from the above offices (example: doctor's excuse/court documents and turned into the office secretary within three (3) school days.**

**Tardy to Class (5-12)**

When a student reports to class (1<sup>st</sup> thru 9<sup>th</sup>), the teacher will handle tardiness according to the class rules listed in their class syllabus.

**Tardy to School (K-4)**

Tardy is defined as arriving at school after 8:05 a.m. The school doors lock automatically at 8:05 a.m. Students entering the building after the doors lock are marked tardy and required to be signed in by their parent/guardian.

Chronic tardiness to school is disruptive and disrespectful to the education process and has a negative effect on the education of the chronically late student. For these reasons, the following discipline procedure is implemented.  
K-4<sup>th</sup> Grades (Days tardy will be monitored per 9 weeks)

- 3<sup>rd</sup> Tardy: Warning letter mailed home to advise parent of the situation.
- All days tardy after warning letter mailed home, will result in an after-school detention, per 9 weeks.

**Tardy to School (5-12)**

Students entering school after 8:05 am are classified as "tardy". Students must sign in and sign out through the office and provide proper documentation. Middle School agendas must be available for secretaries to sign. Unexcused tardiness will be dealt with in the following manner:

- 3<sup>rd</sup> Tardy - Warning
- 4<sup>th</sup> - 6<sup>th</sup> Tardy - Detention
- 7<sup>th</sup> - 9<sup>th</sup> Tardy - Saturday school
- 10<sup>th</sup> - 12<sup>th</sup> Tardy - Two days of alternative school.
- 13<sup>th</sup> - 14<sup>th</sup> Tardy - Five days alternative school

**Early Dismissal Procedure**

Parents are encouraged to schedule necessary appointments after the regular school day. Since this is not always possible and a student will be absent for part of the school day, the student should do the following:

1. Bring a note signed by the parent or guardian to the school secretary for approval.
2. The secretary will give the student an early dismissal slip that must be presented to the teacher at the dismissal time.
3. The student must be picked up by a parent/guardian or **other adult designated on the student's emergency medical release information.**
4. The parent/guardian or designated adult must sign the student out on the proper school form.
5. **The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that he/she reported promptly for the appointment.**
6. The student is expected to report back to school immediately after his/her appointment if school is still in session.
7. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parent.
8. No student will be released to any government agency without proper warrant or written parental permission, except in the event of an emergency as determined by law enforcement or the building principal.

## 9. Student Excuse Procedure for Signing Out/Leaving the Building (K-12)

The procedure that will be followed for a student to be excused during the school is as follows:

All parents/students are to sign the "Sign Out/In" sheet in the office before leaving and upon returning.

- Students will only be released when one of the parents/legal guardians or persons listed on the student's emergency medical form comes to the office and signs them out. Photo identification will be required.
- Students who are 18 years of age may sign themselves out with permission from the principal.
- No student is to leave school for any reason without receiving permission from the office.

### **Early Release (9 – 12)**

Students will only be granted early release with proof of employment (pay stub, letter from employer, etc.) or enrollment in College Credit Plus. The principal may revoke early release privileges at any time due to disciplinary issues, poor attendance, repeated tardiness, or failing grades.

### **Absences Due to Family Vacations (K-12)**

We encourage vacations involving students to be taken during school vacation time. Students who go on vacation during school time are considered unexcused by law. A Pre-Arranged Absence form must be completed two weeks prior to vacation. The student must get assignments and arrange for makeup work. Students who fail to get their assignments in advance will not be permitted to make up the work missed during their absence. They will be given a maximum of five (5) days per school year to make up their work. **Unexcused absences due to vacation will count toward the attendance policy.**

### **Perfect Attendance**

Perfect attendance will be recognized for those students with no full or half-day absences, tardiness, or early dismissals. Students not physically present in the building will be counted as absent (or tardy/early dismissal) either excused or unexcused, unless on a school sanctioned field trip or activity. If there is a question as to what is "school sanctioned", check with the principal prior to the absence.

### **Class Work Missed Due to Absence (K-12)**

Students have the opportunity to make up work missed whether the absence is excused or unexcused. If a student's absence is excused, the student has a maximum of two (2) days per day of absence to make up work missed to receive credit, with a limit not to exceed ten (10) days total for making up work. Any homework assigned prior to the absence will be due when the student returns to school. Also, if the student is aware of a test or quiz prior to the absence, he/she may be required to take that test or quiz on the day he/she returns to school. It is the student's responsibility to arrange for work to be sent home during an extended period of absence.

### **Final Grading Period (K-12)**

If a student receives an incomplete for the fourth and final grading period for one or more subjects, the student is subject to no credit for that subject. If the incomplete is not made up, the student may have to repeat the subject the following school year. Incompletes must be made up within two weeks of the end of any grading period. Extenuating circumstances will be taken into consideration by the approving authority.

### **College Visits (9-12)**

Seniors are permitted three [3] approved visits to colleges. In order to be an excused absence, application forms for college visits must be approved three [3] days in advance by the Guidance office and the principal. Only under extenuating circumstances will college visits be permitted during the Month of May. Juniors may be permitted one (1) approved visit to a college. The same rules apply for seniors.

### **Emergency Medical Authorization (K-12)**

Emergency Medical Authorization forms are located online and must be completed yearly and/or updated as changes occur. You can find the form under Parent Resources on our district website.

Ohio State law requires an Emergency Medical Authorization form for every student. This enables parents to authorize emergency treatment should the student become ill or injured, while under school authority. This is very important when parents cannot be reached. It also alerts school personnel to medical problems that may require special treatment or consideration. (Any existing physical condition should be noted on this form. Knowledge of any medical condition is important to a student's progress and attitude in school.) Any person (over 18), to whom the parent wants their child to be released to when the need arises, must have their names and contact numbers on this form. Review the procedures for signing out/leaving the building (which are located above, under the Student Excuse Procedures.)

This form will include the family doctor and contacts to be made in case of an emergency. Should there be a serious accident or illness and the parents cannot be located, the school will secure medical aid and/or get the student to the hospital listed on the form.

### **Parent Conferences (K-12)**

Conferences are scheduled periodically each year for the purpose of allowing the parent and teacher to speak directly about the progress of the student. In addition, teachers and parents are encouraged to request conferences on an "as needed" basis. Teachers will be happy to confer with parents outside class at mutually agreeable times. If a parent wishes to have a conference, he/she should:

1. Call the teacher and leave a message with your name, child's name, and reason for calling; or
2. Send an email to the teacher.

**\*Impromptu conferences during the day are not permitted as classroom instruction must not be interrupted.**

### **District Grading Scale**

Letter Grade	Percentage Range
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59



## High School Graduation Requirements

To acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board of Education shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by State law and this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education to graduate.

Students must meet three criteria to graduate from high school in Ohio....

1. Earn a minimum of 21 credits as listed below.

Mathematics - 4 credits (including ALG II or equivalent)	Technology – 1 credit
English - 4 credits	Phys. Ed. - ½ credit or alternative
Social Studies – 3 credits	Health – ½ credit
Science – 3 credits	Personal Finance – Class of 2026 and beyond
Fine Arts – 1 credit	Electives – 5 Credits

**\*The class of 2025 and beyond are required to complete the Senior Service-Learning Class worth 0.5 credits.**

These and other electives must total 21 credits by the end of the senior year.

2. Demonstrate competency (a score of 684 or higher) on the Algebra 1 and English Language Arts 2 End of Course Exams. If a student fails to meet competency, then the student must retake the test at least once. If students do not earn a passing score, they may use one of three alternative pathways:

A. Career Readiness: Includes two elements, one of which must be a Foundational Skill.

- Foundational: Proficient scores on WeXams. 12-point Industry Recognized Credential, OR pre-apprenticeship or acceptance into approved apprenticeship program.

- Supporting: Work-based learning, earn required score on WorkKeys, OR earn the Ohio Means Jobs Readiness Seal.

B. Military Enlistment: Enlistment letter required.

C. College Credit Plus: Earn credit for one college-level math and/or college-level English course.

3. Earn two diploma seals, one of which must be a state seal.

State Seals:

-OMJ Readiness Seal

-IRC Seal

-College-Ready Seal

-Military Enlistment Seal

-Citizenship Seal

-Science Seal

-Honors Diploma Seal

-Seal of Biliteracy

-Technology Seal

Local Seals:

-Community Service Seal

-Fine and Performing arts Seal

-Student Engagement Seal

\*\*\*Students owing a fee, shown on their report card, will not be issued a diploma, or permitted to participate in commencement. Records will not be sent.

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any additional criteria the State Board may establish.

Participation in commencement exercises is a privilege and not a right. Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have otherwise been deemed eligible to participate in such exercises. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. However, no student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure.

The Board also shall grant a diploma of adult education to all District residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

The Superintendent shall establish whatever administrative guidelines are necessary to comply with State rules and regulations.

### **Students At-Risk of Not Qualifying for A High School Diploma**

The Board of Education is committed to ensuring that all students have an opportunity to graduate with a high school diploma. To assist with this commitment, a graduation plan is developed for all students who are enrolled in high school. The Board also utilizes specific procedures and criteria to identify students who are at-risk of not qualifying for a high school diploma and provides appropriate interventions and support to assist at-risk students in meeting graduation requirements.

### **Development of a Graduation Plan**

The district will develop a graduation plan for each student enrolled in grades nine through twelve. The plan will be developed jointly by the student and a District representative and will remain in effect until the student qualifies for a high school diploma. The plan will be updated annually and will describe the targeted academic pathway(s) for the student to meet graduation requirements. Parents/guardians will be invited to assist in developing and updating the graduation plan.

The district may use a student's Individualized Education Plan ("IEP") in lieu of developing a graduation plan if the IEP contains academic goals that are substantively similar to a graduation plan.

### **Criteria for Identifying Students At-Risk**

The determination of whether a student is at-risk of not qualifying for a high school diploma will be made using one (1) or more of the following criteria:

- A. Student's lack of adequate progress in meeting the terms of a graduation plan
- B. Excessive tardiness or absences from school
- C. History of in-school or out-of-school discipline such as suspension and expulsion

Administrative guidelines will be implemented that further define the criteria and how it will be used to identify at-risk students.

### **Procedures for Identifying Students At-Risk**

The Superintendent will develop and implement procedures for identifying at-risk students enrolled in grades nine through twelve. Procedures may also include a process to identify at-risk students before they enter ninth grade.

The procedures will include a method for determining when a student is not making adequate progress in meeting the terms of their graduation plan, as well as a process for determining whether students meet any of the other criteria included in this policy and administrative guidelines. Students who are identified as at-risk will be provided with appropriate interventions and support in accordance with Board policy and administrative guidelines.

## **Parent Notice**

Upon determination that a student has been identified as at-risk, and at least annually thereafter while the student remains identified as at-risk, the district will provide parents/guardians with written notice. The notice will include the following information:

- A. A statement that the student is at-risk of not qualifying for a high school diploma.
- B. A description of the curriculum requirements and/or the student's individualized education program requirements that must be completed, as well as any other requirements a student, must satisfy to qualify for a high school diploma; and
- C. A description of any additional instructional interventions and supports that are available to assist the student with meeting the qualifications for a diploma.

## **Interventions and Supports**

The Board will provide instructional interventions and support for students identified as at-risk. The interventions and support will be selected to assist the student in qualifying for a diploma. Interventions and supports may include the following:

- A. Mentoring programs
- B. Tutoring programs
- C. Earning high school credit through demonstration of subject area competency
- D. Adjusted curriculum options
- E. Career-technical program options
- F. Mental health services
- G. Physical health care services
- H. Family engagement and support services

## **Senior Fee**

All seniors will be charged a \$34 fee that will cover the cost of their cap and gown. Seniors will no longer have to purchase the cap and gown through Jostens. However, all other graduation items will still be purchased through Jostens.

## **Honors Diploma (9-12)**

To be awarded a diploma with honors, the student shall be required to comply with the criteria listed below:

The student who completes the college preparatory curriculum in the high school shall meet at least seven of the following eight criteria:

- earn four units of English.
- earn four units of mathematics which shall include at least the competencies obtained in algebra I, algebra II, geometry, and another higher-level course that contains equivalent content.
- earn at least four units of science that include higher level science courses.
- earn four units of social studies.
- earn either three units of foreign language i.e., three units of one language or two units each of two languages.
- earn one unit of fine arts.
- maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.
- obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT).

Students who attend the Belmont County Career Center may complete an intensive Career Technical Education Pathway. See the guidance counselor for more details.

### **Make Up Credits (9-12)**

Students lacking credits in required courses (English, math, science and/or social studies) may earn these credits by successfully completing the courses during the next school year, in an approved summer school, correspondence classes or on-line classes. Any form of makeup work must be approved in advance by the guidance counselor or principal. The cost of obtaining credits is the student's responsibility. No credits may be earned via summer or correspondence classes in advance of, or in conjunction with, the normal academic sequence per state educational standards. All the arrangements for these classes (including administration of the final exam must be made through the guidance counselor)

### **Credit Flexibility**

In accordance with S.B. 311, the Bridgeport Exempted Village School District has developed a credit flexibility policy which allows students to earn units of high school credit based on demonstration of subject competency, instead of or in combination with completing hours of classroom instruction.

In accordance with state law, BEVSD has implemented a credit flexibility plan that enables students to earn high school credit by:

- Completing coursework
- Testing out or showing mastery of course content
- Pursuing an educational option and/or an individually approved option and/or
- Any combination of the above

Any student choosing to use the credit flexibility option must meet with the school counselor to develop an individual credit flexibility plan.

### **College Credit Plus**

Ohio's new College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university (College Credit Plus) is free. That means no cost for tuition, books, or fees. If you choose to attend a private college or university, you may have limited costs.

Bridgeport High School has agreements with Belmont College and Ohio University Eastern for specific courses, however, you can choose to take College Credit Plus courses from any college that offers a course that would benefit your future. This could include online courses.

- Talk with your school counselor. Discuss your interest in taking college courses and how it fits in with your overall academic plan and career goals.
- Prior to March 1, Bridgeport High School will provide information about the College Credit Plus program to all students in grades 7-12. An informational session will be held and all colleges and universities within a 30-mile radius will be invited to attend before March 30. If you cannot attend, schedule an appointment with the high school counselor.
- By April 1, notify the high school counselor if you intend to participate in College Credit Plus next year. After April 1, you will need permission from the school district superintendent to participate.
- You and your family should contact colleges for information, application forms, and criteria for acceptance into College Credit Plus. Some materials are available from the high school counselor and at the college's website. You must go through the procedures established by the colleges/universities to apply to College Credit Plus and to enroll in the course(s). You may have to take a college placement test to make sure you are college ready.
- Prior to college class attendance, the high school counselor will assist you in determining a course's equivalency to a high school course(s)
- Only the final college grade will be used in calculating the High School GPA. The high school may need to wait until the end of the semester or term to calculate the final GPA.

## **Attendance Policy for District Instructed College Credit Plus Courses**

If a student is enrolled in a College Credit Plus Courses taught in-house by district employed staff, each absence after the 5<sup>th</sup> absence will result in a 5% deduction in the overall grade for the course.

### **Physical Education (9-12)**

Physical Education is a graduation requirement for all students. In some cases, and only with written instructions from your family doctor, a student may be excused from this requirement. Students may obtain a physical education credit by participating in interscholastic athletics, marching band, show choir, or cheerleading for at least two (2) full seasons. Gymnasium floors require special care; therefore, students are requested to be particularly careful when using the gym. Students must wear appropriate gym shoes that will not leave marks on the floor.

### **Belmont Career Center**

The Belmont Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Bridgeport High School and/or the Belmont Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

### **2024-2025 ACT Test Dates**

<b>Test Date</b>	<b>Registration Deadline</b>	<b>Late Deadline</b>
September 14 <sup>th</sup> , 2024	August 9 <sup>th</sup> , 2024	August 25 <sup>th</sup> , 2024
October 26 <sup>th</sup> , 2024	September 20 <sup>th</sup> , 2024	October 7 <sup>th</sup> , 2024
December 14 <sup>th</sup> , 2024	November 8 <sup>th</sup> , 2024	November 22 <sup>nd</sup> , 2024
February 8 <sup>th</sup> , 2025	January 3 <sup>rd</sup> , 2025	January 20 <sup>th</sup> , 2025
April 5 <sup>th</sup> , 2025	February 28 <sup>th</sup> , 2025	March 16 <sup>th</sup> , 2025
June 14 <sup>th</sup> , 2025	May 9 <sup>th</sup> , 2025	May 26 <sup>th</sup> , 2025
July 12 <sup>th</sup> , 2025	June 6 <sup>th</sup> , 2025	June 20 <sup>th</sup> , 2025

- Online Registration, practice materials, and sample tests are available at [www.act.org](http://www.act.org)
- Bridgeport will provide The State Funded ACT for all juniors on February 25<sup>th</sup>, 2025.
  - Note – Beginning with the Class of 2026, a parent/guardian can exercise the option for their student to not take the state funded ACT per House Bill 82.

### **2024-2025 Ohio's State Tests**

#### **Fall Test Windows 2024**

##### **English Language Arts**

- 3<sup>rd</sup> Grade English Language Arts Testing Window – October 14<sup>th</sup>, 2024 – November 1<sup>st</sup>, 2024.
- High School End-of-Course Testing Window – December 2<sup>nd</sup>, 2024 – January 17<sup>th</sup>, 2025.

#### **Spring Test Windows 2025**

##### **English Language Arts (Grades 3-8 and High School)**

- March 24<sup>th</sup>, 2025 – April 26<sup>th</sup>, 2025

##### **Math (Grades 3-8 and High School), Science (Grades 5 and 8 and HS), and Social Studies (High School)**

- March 31<sup>st</sup>, 2025 – May 9<sup>th</sup>, 2025

## **Testing Transparency**

- At the beginning of each school year, a district that receives Title I-Part A funds notifies the parents of each student attending a Title I-Part A school that the parents may request, and the district provide the parents on request (and in a timely manner), information regarding any State or district policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or district, including a policy, procedure, or parental right to opt the child out of the assessment, where applicable.
- The district makes widely available through public means (including by posting in a clear and easily accessible manner on the district's website and, where practicable, on the website of each Title I school served by the district) for each grade served by the district, information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where the information is available and feasible to report, assessments required districtwide by the district, including—(i) the subject matter assessed; (ii) the purpose for which the assessment is designed and used; (iii) the source of the requirement for the assessment; and (iv) where such information is available—(I) the amount of time students will spend taking the assessment, and the schedule for the assessment; and (II) the time and format for disseminating results.
- In the case of the district not operating a website, the district shall determine how to make the information described in the first bullet above widely available, such as through distribution to the media, through public agencies, or directly to parents.

You may ask for the information by writing a request to: Brent Ripley, Superintendent, 55781 National Road, Bridgeport, Ohio 43912. Please include the following information with your request: Child's name, Parent/Guardian full name, address, and teacher's name.

## **Interim Reports and Report Cards (K-12)**

Interim Grades and Report Card grades will be posted to Progress Book based on the dates listed on the school calendar. Paper Interim Reports and Report Cards are NOT sent home with students in elementary and high school. Paper Interim Reports and Report Cards are sent home with middle school students and require a parent signature. We encourage families to monitor grades in Progress Book throughout the school year.

## **Honor Roll**

The following procedure will be used in determining the honor roll for each grading period:

Principal's List	4.0
High Honors	3.80 - 3.99
Honors	3.50 - 3.79

- All obligations must be met before honors are earned, including but not limited to incompletes.
- Students (9-11) Must Be Enrolled in Six (6) Credits Per Year.

## **Grading:**

### **What does it take to pass a class?**

- There are 4 – 9 weeks and 2 exam grades (midterm and final)
- The OST test is NOT calculated in your final grade for the class.
- Each grade is worth the following points:

A	4 points
B	3 points
C	2 points
D	1 point
F	0 points

- To pass a course you must have at least **8 points** total at the end of the year. A student must pass at least one quarter of a semester course and either the third or fourth quarter in a course that is an entire year course to earn credit. Any variation of this policy will be at the discretion of the administration.
- Points for grading periods are doubled and points for exams are calculated as a single.
- The formula for the calculations

1 <sup>st</sup> 9 wks.	2 <sup>nd</sup> 9 wks.	Midterm	3 <sup>rd</sup> 9 wks	4 <sup>th</sup> 9 wks	Final exam	Total points	Final Grade
X2	X2	X1	X2	X2	X1	Total pts/10	
C	D	D	F	B	A		
2 x 2 = 4	1 x 2 = 2	1 x 1 = 1	0 x 2 = 0	3 x 2 = 6	4 x 1 = 4	17/10	1.7 = C

- The calculation for final grades:
  - A – 3.5 – 4.0
  - B – 2.6 – 3.49
  - C – 1.6 – 2.59
  - D – 0.6 – 1.59
  - F – 0 - .59

### **Incomplete Grades (K-12)**

Incomplete grades are to be completed no later than two weeks after conclusion of the grading period. If not completed by the student, the grade will be changed to an F. Extenuating circumstances will be considered.

### **Promotion, Academic Acceleration, Placement, And Retention**

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the Board's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each. The promotion and retention provisions of this policy shall follow the terms of Ohio's Third Grade Reading Guarantee (Policy 2623.02).

#### **Promotion:**

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

#### **Academic Acceleration:**

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

Any student residing in the district may be referred by a staff member or a parent/guardian to the principal of his/her school for evaluation for possible accelerated placement. Students may refer to themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building.

Students referred for accelerated placement will be evaluated in a prompt manner. The building principal will schedule the evaluations. Normally, changes in a student's schedule will occur only when deemed appropriate.

Before a student is evaluated for accelerated placement, the principal (or his/her designee) shall obtain written permission from the student's parent/guardian.

Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within forty- five (45) calendar days. Evaluations related to referrals that occur at the end of a school year or during the summer will be completed and a written report issued either before the end of the school year, if possible, or within forty- five (45) calendar days of the start of the next school year.

Upon referral, the student's principal (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student. This committee shall include the following:

- a parent/guardian, or a representative designated by that parent/guardian.
- a gifted education coordinator or gifted intervention specialist, or if neither is available, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted.
- a principal or assistant principal from the child's current school
- a current teacher of the referred student
- a teacher at the grade level or course to which the referred student may be accelerated.

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in its deliberations. In the event that career-technical programs are considered for acceleration, a career-technical educator shall be consulted as a part of the evaluation.

Students considered for whole-grade acceleration will be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

Students considered for individual subject acceleration will be evaluated using a variety of data sources, including measures of achievement based on State academic content standards (in subjects for which the State Board of Education has approved content standards) and consideration of the student's maturity and desire for accelerated placement.

The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the principal and the student's parent/guardian. This notification shall include instructions for appealing the decision.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the committee's decision. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within five (5) calendar days of receiving the appeal. The Superintendent or his/her designee's decision shall be final.

If the student is recommended for whole-grade or individual subject acceleration, the acceleration evaluation committee will develop a written acceleration plan. The parent/guardian shall be provided with a copy of the plan. The plan shall specify:

- placement of the student in an accelerated setting.
- strategies to support a successful transition to the accelerated setting.
- requirements and procedures for earning high school credit prior to entering high school (if applicable); and,
- an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee implementation of the acceleration plan and to monitor the adjustment of the student to the accelerated setting.



At any time during the transition period, a parent/guardian of the student may request in writing that the student be withdrawn from accelerated placement. In such cases the principal shall remove the student from the accelerated placement without repercussions.

At any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the evaluation committee to consider other accelerative options and to issue a decision within five (5) calendar days of receiving the request. If the student will be placed in a different accelerated setting from that initially recommended, the student's acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The student's record shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

### **Retention:**

A student may be retained at his/her current grade level when s/he has failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level. A student may be placed at the next grade level when retention will no longer benefit the student. The Superintendent/designee shall develop administrative guidelines for promotion, placement, and retention of students that:

- require the recommendation of the relevant staff members for promotion, placement, or retention
- require that parents are informed in advance of the possibility of retention of a student at a grade level
- assure that efforts will be made to remediate the student's difficulties before s/he is retained
- assign to the principal the final responsibility for determining the promotion, placement, or retention of each student
- provide parents the opportunity to request the promotion, placement, or retention of their child
- provide parents the opportunity to appeal the decision about their child's promotion, placement, or retention.

### **Rules for Determining Scholastic Standing (9-12)**

- Each member of the class shall be ranked.
- Yearly courses shall be figured out on a yearly basis, semester courses shall be figured out on a semester basis.
- The mathematical procedure is as follows:

A equals 4 points  
B equals 3 points  
C equals 2 points  
D equals 1 points  
F equals 0 points

### **Laude System**

- At the end of the 7<sup>th</sup> semester, students must have a cumulative GPA of 3.2 to receive the Laude distinction.
- Each student will receive a score based on a formula that includes honor points and GPA.
- Each completed honors class would be worth 1 point.
- Calculation would be the number of honors courses multiplied by the GPA.

Example: Student took 8 honors courses and had a GPA of 3.75  
 $8 \times 3.75 = 30$

### Chart to Calculate Honors Distinction

	1	2	3	4	5	6	7	8	9	10	11	12	# of Honors Courses
3.2	3.2	6.4	9.6	12.8	16	19.2	22.4	25.6	28.8	32	35.2	38.4	
3.3	3.3	6.6	9.9	13.2	16.5	19.8	23.1	26.4	29.7	33	36.3	39.6	
3.4	3.4	6.8	10.2	13.6	17	20.4	23.8	27.2	30.6	34	37.4	40.8	
3.5	3.5	7	10.5	14	17.5	21	24.5	28	31.5	35	38.5	42	
3.6	3.6	7.2	10.8	14.4	18	21.6	25.2	28.8	32.4	36	39.6	43.2	
3.7	3.7	7.4	11.1	14.8	18.5	22.2	25.9	29.6	33.3	37	40.7	44.4	
3.8	3.8	7.6	11.4	15.2	19	22.8	26.6	30.4	34.2	38	41.8	45.6	
3.9	3.9	7.8	11.7	15.6	19.5	23.4	27.3	31.2	35.1	39	42.9	46.8	
4	4	8	12	16	20	24	28	32	36	40	44	48	
GPA													
				Cum Laude									
				Magna Cum Laude									
				Summa Cum Laude									

Speakers at graduation would be the Class President and a guest speaker/someone from the community.

### National Honor Society

The Bridgeport National Honor Society shall abide by the Chapter Constitution as outlined by the National Council and filed with the National Association of Secondary School Principals, sponsors of the National Honor Society. Any junior who has a 3.50 accumulative grade point average at the end of five semesters and the next grading period is eligible to be placed on the candidate list for National Honor Society. Any senior who has a 3.50 accumulative grade point average at the end of the third grading period is eligible to be placed on the candidate list for the National Honor Society. **The four qualifications for members are scholarship, leadership, character, and service (15 hours).** Being selected is an honor, not a right. The Faculty Selection Committee makes the final judgment.

### Cheating (5-12)

**1st offense** - Zero grade on the assignment. The teacher is required to notify the parents by telephone or letter and refer the student to the guidance counselor or principal. Correspondence is to be documented by the teacher and guidance counselor or principal.

**2nd offense** - The student is given an "F" for the 9-week period and is required to write a 2-page paper on cheating with the following requirements:

- What constitutes cheating?
- Why did you choose to cheat?
- What are the future consequences of cheating?

**3rd offense** - The student will fail the course for the year.

### Plagiarism (5-12)

The Bridgeport School District and faculty expect and value academic honesty and integrity in all courses. It is expected that all students create their original work. We use Turnitin's plagiarism prevention system to detect plagiarism. Plagiarism is defined as but not limited to the unauthorized use or close imitation of the language, thoughts, or any recorded form of expression of another and the representation of them as one's own original work. This includes but is not limited to the following:

- to steal and pass off the ideas or words of another as one's own work\*
- to use another's production without crediting the source\*\*
- to present as new and original an idea or product derived from an existing source
- to commit literary theft\*\*\*

\*The expression of original ideas is considered intellectual property and almost all forms of expression fall under copyright protection if they are recorded in some way.

\*\*A product must be properly credited to be free from plagiarism (not just credited or cited).

\*\*\*Any information without attribution used for paraphrasing, quoting, etc. Also includes adding, omitting, or changing of the words within but retaining the structure of sentences, paragraphs, or entire pieces of any work that are not one's own.

Using any AI program or software to write your paper and claiming it to be your own is considered a form of plagiarism.

By signing the district's Turnitin consent, the district is granted a nonexclusive license to submit works to Turnitin.com to be included as source documents in their reference database solely for the purpose of detecting plagiarism. If consent is not granted, the teacher may require a short reflection paper on research methodology; require an annotated bibliography prior to submission of the final paper; and/or require photocopies of the reference sources to be submitted with the final paper.

### **Athletic Eligibility (Athletes, Cheerleaders, and Bridgette's) (7-12)**

In order to be eligible, a student in grade 9, 10, 11, or 12 must be currently enrolled. Students must receive passing grades from the previous grading period in subjects that earn a minimum of 5.0 credits, or the equivalent, per year toward graduation. In addition, the student must have a GPA of 1.25 or better in the preceding grading period. In grades 7 and 8, students must pass 5 of their classes to be eligible and maintain a 1.25 GPA. In order to participate in an athletic event or practice the student must attend a minimum of four classes (lunch does not count as a class) on the day of the event or practice. Extenuating circumstances will be taken into consideration by the High School Principal or Superintendent in the absence of the principal.

**Note:** If a student is taking all course work at the post-secondary institution under the College Credit Plus program, the calculation of equivalency has changed. Please note that in order for a CCP class to be used for determining eligibility for Bylaw 4-4-1, the class must count toward HS graduation. In addition, students electing to enroll in CCP must be certain that 1.) The faculty members at the post-secondary institution understand that they will need to provide grades or a progress report at the time when the high school's grading period is over, and 2.) The student-athlete is taking enough course work at the post-secondary institution exclusively or between the post-secondary institution and the high school combined to be equivalent to five one-credit courses. Calculating equivalency of credits in the post-secondary institution is conducted in the same manner as in the high school, based on the Carnegie unit. College courses for which three or more semester hours of credit are earned shall be awarded one Carnegie unit. Fractional Carnegie units will be awarded proportionately. This means that courses which are four, five, six or even seven hours of credit receive just one Carnegie unit. The factor of 2 is used for post-secondary institutions that are on the semester system.

### **Schedule Changes (9-12)**

\*High School students can only be enrolled in one Enrichment.

**\*Students are required to be enrolled in a minimum of five 1 credit classes.** Students will have 12 school days to drop or add classes.

After that date:

- Changes will only be made with the approval of the High School Principal and Guidance Counselor.
- Any student who wants to drop a class due to a failing grade can do so until the last school day in October with no consequences.

- After the last school day in October, the course will be added to the student's course history with a failing grade. This applies to all students unless an agreement is reached between the student, parent, teacher, and administrator.

### **Security Cameras (K-12)**

The Pre-K thru 12 building of the Bridgeport School District has security cameras monitoring both indoor and outdoor activity. The camera security system will be in operation 24 hours a day. **Be aware that your actions are being monitored.** The purpose of this security system is to further ensure the safety and well-being for students and staff of the Bridgeport Exempted Village School District. Recordings shall be maintained for a maximum of 15 days.

### **Care of School Property (K-12)**

Students are expected to care for school property. This includes but is not limited to the building, textbooks, desks, materials in the classroom, technology, school lockers, locks, buses, bus seats, etc. Appropriate disciplinary action will be taken for the destruction of school property. Students and/or their parents will be held responsible for any monetary amounts to repair damages, or any fees owed will appear on an invoice and sent home.

Students are responsible and accountable for all textbooks and portable technology assigned to them. If portable technology and/or a textbook is lost or destroyed, the student and/or their parents will be held responsible for the replacement cost. It is expected that a textbook and/or portable device will receive normal wear due to the student using it for class related work. Should damage occur to a textbook and/or portable device, you must report the damage immediately to any staff member.

This includes school issued agendas (grades 5 – 8) which are given to the student in the first week of school. When a student misplaces or leaves their agenda at home, they will be given a pink sheet from the office. The student must have their agenda the following day or purchase another agenda (\$7.00); another pink slip will not be an option. This agenda enables students to write down assignments, used as a hall pass, but more importantly used as a vehicle for parents and teachers to contact each other. The student is responsible for showing the teacher any notes written by their parent/guardian on the agenda.

### **Driving Privileges (9-12)**

If a student drives to school, he/she must accept driving responsibilities. Driving to school is a privilege since bus transportation is provided. Parents will be held accountable for a student's driving actions.

The student who drives is required to:

- Purchase a parking pass from the High School Office (\$5.00).
- Obey all traffic laws including maintaining a safe vehicle.
- Park his/her vehicle in the student parking lot only, and not be in it at any time during the school day unless given permission by the principal.
- Not park in the front row of spaces; these are reserved for visitors.
- Remain in the classroom until all buses have left the school grounds.

\*Student's vehicles on school grounds are subject to search if conditions warrant.

\*Students who are tardy repeatedly will have parking & driving privileges suspended,

## **Bus Information/Rules (K-12)**

Students and/or parents must be at the bus stop a minimum of 5 minutes prior to drop-off and pick-up.

Riding the bus is a “privilege not a right”. Any student violating the following bus rules may result in the removal of that privilege. All buses are equipped with cameras which capture both video and audio.

1. Improper boarding or departing procedures.
2. Bringing articles of injurious or of objectionable nature
3. Failure to remain seated.
  - a. Take your seat immediately. Slide over in the seat to permit others to be seated. Remain seated while the bus is in motion. Once students are notified of their assigned seat number, they are to sit in that seat unless otherwise directed by the bus driver.
4. Refusing to obey driver (Insubordination)
5. Fighting (Refer to Student Handbook), pushing, hitting, and tripping.
6. Hanging out of the windows
7. Throwing objects in or out of the bus
8. Lighting matches/smoking/vaping on bus (Refer to Student Handbook)
  - a. Open flame/possession of tobacco/drug related paraphernalia
9. No Spitting/Littering
10. Unnecessary Noise
11. Tampering with bus equipment
12. Rude, discourteous, and annoying conduct (Profanity)
13. Destruction of property
14. The use of personal electronic devices and Bluetooth speakers
15. Unauthorized photography and video recording is not permitted.
16. Other behavior relating to safety, well-being, and respect for others (Profanity). Refer to Student Handbook.
17. No Eating or Drinking, which includes chewing gum.
  - Students involved in vandalism to a bus will be disciplined and required to pay for damages.
  - The penalty for any of the above or any other acts that threaten the safety of any of the students on the bus could result in the removal of that individual from the bus.
  - Only in emergency situations will a student be permitted to ride a different bus. Parent/legal guardian must notify the office and receive permission from Principal.

### **Disciplinary Steps for Violating Bus Rules**

#### **Violation of Rules 1, 3, 10, 14, 17**

First Offense:	Verbal Warning by Driver
Second Offense:	Written Warning
Third Offense:	3-Day Removal from Bus
Fourth Offense:	5-Day Removal from Bus
Fifth Offense:	Possible Permanent Removal

#### **Violation of Rule 4, 6, 12**

##### **Directed Toward Other Students:**

First Offense:	Written Warning
Second Offense:	3-Day Removal from Bus
Third Offense:	5-Day Removal from Bus
Fourth Offense:	Possible Permanent Removal

##### **Directed Toward Driver:**

First Offense:	5-Day Removal from Bus
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Second Offense: Possible Permanent Removal

Violation of Rules 2, 5, 7, 9, 11, 13, 15

First Offense: 5-Day Removal from Bus  
Second Offense: Possible Permanent Removal

Violation of Rule 5(Fighting), 8, 16

First Offense: Discretion of Principal referring to the Student Handbook

**Suspension of Bus Riding/Transportation Privileges**

Students on a bus or other authorized Board of Education transportation vehicles are under authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges the Superintendent or other District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program will be made available to all parents and students and posted in a central location.

R.C. 3319.41, 3327.01, 3327.014

A.C. 3301-88-08

**Dress Code**

School dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of our students. They are to attend school dressed in a neat, clean, and appropriate manner not hazardous to their safety or the safety of others. Any form of dress or grooming that attracts undue attention or violates the previous statement is unacceptable. Outdoor apparel (coats, vests and jackets) should be placed in the student's locker/cubby for the duration of the day. Students who consider the building to be cold should wear sweaters, sweatshirts, or an over shirt. All outerwear must cover underwear. If the Dress Code Guidelines are violated, the student will be required to contact parent/guardian to bring appropriate clothing or attempts will be made to locate appropriate clothing from the Clothing Closet.

**Dress Guidelines (K-12)**

1. No holes in pants above the mid-thigh. Any rips or tears above the mid-thigh must have an under garment under the pants.
2. Students are permitted to wear shorts during the months of August through October and March through May. Shorts must be at fingertip length or mid-thigh length.
3. Tank tops, mesh shirts, see-through tops and cut-out tops are not permitted. All tops and shirts for girls and boys must have sleeves and be long enough to be tucked in when sitting or bending.
4. Clothing may not display vulgar pictures/sayings or anything that is drug, tobacco, or alcohol related, also sexual innuendos.

5. Pants must be worn above the hipbone, no sagging. Clothing must be properly worn, not inside out and not oversized.
6. Belts must be buckled and worn appropriately at the waist, not hanging.
7. Pajama pants are not permitted. Leggings require a top, skirt, or dress that covers your back and your front.
8. Tops must cover the waist area. Any clothing that exposes the midriff are not to be worn.
9. Unnatural coloring of hair is not permitted.
10. No flip flops, or beach sandals are to be worn. Sandals with a back or strap across the heel are permitted.  
\*Students in grades 9 through 12 are an exception to this rule. For high school students, sandals, in general, are permitted, except flip-flops.
11. Hats, combs, picks, curlers, scarves, bandanas, or sweatbands may not be worn. Dark glasses, unless prescribed by a doctor, are not to be worn.
12. Outside coats and jackets are not to be taken to the classroom.
13. No backpacks, including purses, or bags are permitted in the classrooms (Grades 5-12)
14. No face painting of any kind unless it takes place on a designated school spirit day.
15. Girls' dresses and skirts will be worn at an acceptable length - mid thigh or fingertip length.
16. Any chains or jewelry, which could cause injury to another person, are not permitted to be worn.
17. Visible facial piercing jewelry is not permitted at school or school functions except for earrings (clear plugs or band aids must conceal any facial piercings).  
\*Students in grades 9 through 12 are an exception to this rule. Small studs and small nose rings are permitted for students in high school.
18. Dog collars are not permitted.
19. Lanyards/long key neck straps must have break-away clasps.

\*These guidelines are not to be considered all-encompassing and the administration has the right to review, assess, and revise these guidelines at any time.

#### **Dress Code Violations/Penalties (5-12)**

1 <sup>st</sup> Offense:	Warning
2 <sup>nd</sup> Offense:	1 Day Saturday School
3 <sup>rd</sup> Offense:	3 Days Alternative School/Suspension
4 <sup>th</sup> Offense:	5 Days Alternative School/Suspension

#### **Dress Code for Special Events (5-12)**

The following dress code is to be followed for any event sponsored by the school or any school affiliated organization. The Administration and the Bridgeport Board of Education feel if you are going to represent the district at various functions, such as Homecoming, Athletic or Academic Banquets, Spelling Bee, etc., you should do so with pride.

The following rules will apply:

Boys - Must wear a collared shirt (shirts are to be always worn), dress shoes and dress pants (worn at the waist), and a tie is optional.

Girls - Must wear dress pants, dress shoes, skirt or dress, a blouse or nice shirt.

Shorts and jeans are prohibited. Failure to follow this dress code could result in prohibiting a student from participating in that event. These rules do not apply to any dances held during the year, with the exception of Homecoming and the Prom, or any athletic competitions. Changes or exceptions to the above are at the discretion of the principal.

### **Right to Search (K-12)**

School authorities may search the person or property including vehicles of a student with or without the student's consent whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The right of inspection of students' school lockers is inherent in the authority granted school boards and administrators. This authority may be exercised as needed in the interest of safeguarding children, their personal and school property. Students are assigned lockers for storing books and coats. Such assignment, however, does not restrict the right of school officials to examine lockers when they believe it necessary to insure the safe operation of the school. The lockers are the sole property of the school. Search of lockers and contents is permissible by school authorities, without warning.

### **Electronic Devices**

Students will be assigned a district owned iPad for classroom learning. Please refer to the iPad Handbook for Students and Families on the district website to view the iPad policy, expectations, protection plan option, and student technology use agreement. Students are not permitted to bring their personal iPad, tablet, laptop, etc. to school; the Bridgeport Exempted Village School District will not be held responsible for stolen or broken devices.

### **Cell Phone Policy**

To respect the important work of the classroom and the teaching and learning environment, the following is to clarify the cell phone policy for the Bridgeport High School and Middle school:

- Cell phones must be turned off (not set to vibrate or silenced) before you enter the building.
- All ear buds or headphones must be removed and turned off when entering the building.
- Once inside, cell phones are to be stored in your locker or backpack in your cubby. Cell phones must not be visible under any circumstance unless instructed to do so by a teacher or administrator.
- If a cell phone rings, vibrates, is used for any reason or is visible at any time during school hours while on campus you will be asked to surrender your device.
- Refusal to surrender your device is insubordination and can result in suspension.

### **Bridgeport Exempted Village School District Distance Learning Technology Agreement (K-12)**

"Distance learning" technology provides students with unique opportunities to receive instruction and to participate in educational programs which would otherwise be unavailable to them due to the distance or cost involved. However, due to the nature of distance learning, each student must accept a higher level of responsibility for his/her participation and behavior for the program to be successful. Also, students and parents must be willing to allow the audio and/or video transmission of student activities to remote locations to be heard and/or viewed by persons outside the Bridgeport Exempted Village School District.

Therefore, in order to participate in any distance learning offering of the School District, each student and his or her parent/guardian (if the student is under 18) is required to give permission for the student to be photographed, videotaped, or recorded for purposes of distance learning activities, and for his/her voice and image to be transmitted and viewed by instructors, students, and other persons at remote locations who are involved in the distance learning activity.

Students must adhere to the code of conduct when participating in a distance learning activity.

### **Nondiscrimination And Access to Equal Educational Opportunity**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis 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") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the Superintendent shall:

**A. Curriculum Content**

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society.

**B. Staff Training**

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;

**C. Student Access**

review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations; verify that facilities are made available, in accordance with Board Policy 7510 - Use of District Premises, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

**D. District Support**

verify that like aspects of the district program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters.

**E. Student Evaluation**

verify that tests, procedures, and guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated, or stereotyped based on the Protected Classes.

**Definitions:**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

**Respondent** is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

**School District community** means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means a business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

**District Compliance Officers**

The Board designates the following individuals to serve as the district's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Anne Haverty Lawson, Middle School Principal  
740-635-0853  
55707 Industrial Drive  
Bridgeport, OH 43912  
anne.havertylawson@bridgeportschools.net

Eric Meininger, Treasurer  
740-635-1713  
55781 National Road Bridgeport, Ohio 43912  
eric.meininger@bridgeportschools.net

The names, titles, and contact information of these individuals will be published annually on the School District's web site.

The COs are responsible for coordinating the district's efforts to comply with applicable Federal and State laws and regulations, including the district's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

The Superintendent shall annually attempt to identify children with disabilities, ages 3-22, who reside in the district but do not receive public education.

The Board is committed to educating (or providing for the education of) each qualified person with a disability with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the Board operates a separate class or facility that is identifiable as being for persons with

disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

In addition, the Superintendent shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the district will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading, and writing, on an annual basis (see AG 2260F). The Superintendent is responsible for verifying that a concentration of students who are Limited English Proficient (LEP) in one (1) or more programs is not the result of discrimination.

### **Reports and Complaints of Unlawful Discrimination and Retaliation**

Students and Board employees are required, and all other members of the School District community and Third Parties are required to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with the CO within two (2) days.

Members of the School District community, which includes students or Third Parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known, and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports of unlawful discrimination/retaliation directly from any member of the School District community or a Third Party or receive reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant, if age eighteen (18) or older, or the Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

## **Investigation and Complaint Procedure**

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who alleges to have been subjected to unlawful discrimination or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the formal complaint process has begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov); Web: <http://www.ed.gov/ocr>.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee, or any other adult member of the School District community and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is inappropriate and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf

of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment the Compliance Officer may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator in the school the student attends; 2) to the Superintendent or other District-level employee; and/or 3) directly to one of the COs.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the Complainant's wishes, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate concerns to the Respondent.
- B. Distributing a copy of Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint and, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District official at the student's school, the CO, Superintendent, or another District official who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District official at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation. The principal will not conduct an investigation unless directed to do so by the CO.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful discrimination/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, and effective, and tailored to the specific situation.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The district will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), 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 the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to Third Parties any information that is learned or provided during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy must retain all information, documents, electronically stored information, and electronic media (as defined in Policy 8315) created and received as part of an investigation, which may include, but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the district's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;



- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the district to conduct the investigation, and any documents used by the district at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

These investigative records and materials created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the district's records retention schedule.

Revised 10/17/18.

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## **Anti-Harassment**

### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Definitions**

#### **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

#### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property.

- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

## **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- 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.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

**NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C.**

**2907.03. The issue of consent is irrelevant in regard to such criminal charges and/or with respect to the application of this policy to District employees or other adult members of the School District community.**

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Reports and Complaints of Harassing Conduct**

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) business days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extracurricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known, and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the principal informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.

### **Anti-Harassment Compliance Officer**

The Board designates the following individual to serve as "Anti-Harassment Compliance Officer" for the district. S/He is hereinafter referred to as the "Compliance Officer".

Eric Meininger, Treasurer  
740-635-1713  
55707 Industrial Dr.  
Bridgeport, OH 43912  
titleixcoordinator@bridgeportschools.net

Anne Haverty Lawson, Middle School Principal  
740-635-0853  
55707 Industrial Dr.  
Bridgeport, OH 43912  
titleixcoordinator@bridgeportschools.net

The title and contact information of this individual will be published annually on the School District's website.

The Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

The Compliance Officer shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the district or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to the Compliance Officer within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

## **Investigation and Complaint Procedure**

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known, and potential witnesses are available. Once the formal complaint process has begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator in the school the student attends; 2) to the Superintendent or other District-level employee; and/or 3) directly to the Compliance Officer.

All informal complaints must be reported to the Compliance Officer who will either facilitate an informal resolution as described below on his/her own or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the

complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known, and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. A Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights 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 the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.



## **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

## **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

## **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

## **Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension**

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

## **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for

District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel related to the investigation and/or the district's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the district to conduct the investigation, and any documents used by the district at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the district's records retention schedule.

## **Positive Behavioral Interventions And Supports And Limited Use Of Restraint And Seclusion**

The Board of Education is committed to implementation of Positive Behavior Intervention and Supports (PBIS) framework on a District-wide basis and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Staff are directed to work to prevent the use of physical restraint and/or seclusion. The PBIS framework shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based academic and behavioral practices aimed at enhancing academic, social and behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential crises. If a student's behavior, however, presents a threat of immediate physical harm to the student or others, staff may, as a last resort (i.e., there is no other safe and effective intervention available) and in accordance with the terms of this policy, use approved physical restraint or seclusion to maintain a safe environment.

All physical restraint and seclusion shall only be done in accordance with this policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of physical restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Absent an emergency, only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this policy.

The Board shall annually notify parents of this policy, which will be published on the district's website.

### **DEFINITIONS**

**Aversive behavioral interventions** mean interventions that are intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as application of noxious, painful, and/or intrusive stimuli, including any form of noxious, painful, or intrusive spray, inhalant, or taste, or other sensory stimuli such as climate control, lighting, and sound.

**Behavioral Intervention Plan ("BIP")** means a comprehensive plan for managing problem behavior by changing or removing contextual factors that trigger or maintain it, by strengthening replacement skills, teaching new skills and by providing positive behavior intervention and supports and services to address behavior.

**Chemical restraint** means a drug or medication used to control a student's behavior or restrict freedom of movement that is not:

- A. Prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional's authority under Ohio law, for the standard treatment of a student's medical or psychiatric condition; and
- B. Administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional's authority under Ohio law.

**De-escalation techniques** are interventions that are used to prevent violent and aggressive behaviors and reduce the intensity of threatening, violent and disruptive incidents.

**Functional behavior assessment (FBA)** is a school-based process for students with disabilities and students without disabilities that includes the student's parent and, as appropriate, the child, to determine why a child engages in challenging behaviors and how the behavior relates to the child's environment. Consent from the parent and, as appropriate, the child (eighteen (18) years of age or older), must be obtained at the initial Functional Behavior Assessment.

**Mechanical restraint** means any method of restricting a student's freedom of movement, physical activity, or normal use of the student's body, by using an appliance or device manufactured for this purpose. Mechanical restraint does *not* mean a device used by trained Student Personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which the device was designed and, if applicable, prescribed, including:

- A. restraints for medical immobilization;
- B. adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; or
- C. vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

**Parent** means:

- A. a biological or adoptive parent;
- B. a guardian generally authorized to act as the child's parent, or authorized to make decisions for the child (but not the State if the child is a ward of the State);
- C. an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare;
- D. a surrogate parent who has been appointed in accordance with Ohio Administrative Code 3301-51-05(E); or
- E. any person identified in a judicial decree or order as the parent of a child or the person with authority to make educational decisions on behalf of the child.

**Physical escort** means the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

**Physical restraint** means the use of physical contact that immobilizes or reduces the ability of a student to move the student's arms, legs, body, or head freely. Physical restraint does not include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does not include brief physical contact for the following or similar purposes to:

- A. break up a fight;
- B. knock a weapon away from a student's possession;
- C. calm or comfort;
- D. assist a student in completing a task/response if the student does not resist the contact; or
- E. prevent imminent risk of injury to the student or others.

**Positive Behavior Intervention and Supports (PBIS)** means a multi-tiered, school-wide, behavioral framework developed and implemented for the purpose of improving academic and social outcomes and increasing learning for all students. PBIS includes a decision-making framework that guides selection, integration, and implementation of evidence-based academic and behavior practices for improving academic and behavior outcomes for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

**PBIS Leadership Team** means the assigned team at the district and building level that plans, coaches and monitors PBIS implementation in the district and buildings. The PBIS Leadership Teams may include, but is not limited to, school administrators, teacher representatives across grade level and programs, staff able to provide behavioral expertise, and other representatives identified by the district or school such as bus drivers, food service staff, custodial staff, and paraprofessionals.

**Prone restraint** means physical or mechanical restraint while the student is in the face-down position.

**Seclusion** means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. It does not include a timeout.

**Student** means an individual enrolled in the district.

**Student Personnel** means teachers, principals, counselors, social workers, school resource officers, teachers' aides, psychologists, bus drivers, related service providers, nursing staff, or other District staff who interact directly with students.

**Timeout** means a behavioral intervention in which the student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

### **Positive Behavior Intervention and Supports Framework**

The district will implement PBIS on a system-wide basis in accordance with R.C. 3319.46 and A.C. 3301-35-15. The District's PBIS framework involves comprehensive, school-wide data systems that enable monitoring of academic progress, behavioral incidents, attendance, and other critical indicators across classrooms. The administration is encouraged to use data-based decision making to select, monitor, and evaluate outcomes, practices, and systems. The PBIS framework further involves a school-wide investment in evidence-based curricula and effective instructional strategies, matched to students' needs, and data to support teachers' academic instruction. Evidence-based practices along a multi-tiered continuum of supports will be used. The District's PBIS framework will further focus on improving staff climate and culture regarding the role of discipline in the classroom, by using positive and proactive communication and staff recognition. Finally, classroom practices shall be linked to and aligned with the school-wide system so progress monitoring can occur with fidelity and target outcomes. The PBIS framework will strive to enable accurate and sustainable implementation of practices.

As part of its implementation of the PBIS framework, the district will provide Student Personnel with appropriate professional development, engage in explicit instruction of school-wide behavior expectation, employ consistent systems of acknowledging and correcting behavior, create teaching environments designed to eliminate behavior triggers, and promote family and community involvement.

The PBIS framework shall apply to all students and staff, and in all settings. It shall include:

- A. school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific behaviors occur;
- B. functional behavior assessments that include:
  - review of existing data;
  - interviews with parents, family members, and students; and
  - examination of previous and existing behavior intervention plans.
- C. development and implementation of positive behavior interventions and supports, and the teaching of appropriate behavior, including:
  - modification of environmental factors that escalate inappropriate behavior;
  - supporting the attainment of appropriate behavior; and
  - use of de-escalation techniques to defuse potentially violent dangerous behavior

## **Professional Development for Implementation Of PBIS**

In order to successfully implement the PBIS framework on a District-wide basis, the Board shall provide, or Student Personnel shall receive professional development as follows:

- A. the professional development will occur at least every three (3) years;
- B. the professional development must be provided by a building or District PBIS Leadership Team or an appropriate State, regional, or national source in collaboration with the building or District PBIS Leadership Team;
- C. the trained PBIS Leadership team will provide the professional development in accordance with the District-developed PBIS training plan, which the Superintendent will develop;
- D. the Superintendent shall retain records of completion of the professional development; and
- E. the professional development will include the following topics:
  - an overview of PBIS;
  - the process for teaching behavioral expectations;
  - data collection;
  - implementation of PBIS with fidelity;
  - consistent systems of feedback to students for acknowledgment of appropriate behavior and corrections for behavior errors; and
  - consistency in discipline and discipline referrals.
- F. the training will be appropriately modified for the intended audience.

The Superintendent is charged with arranging for continuous training structures to be in place to provide ongoing coaching and implementation with fidelity.

## **Seclusion**

Seclusion may be used only when a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available. Seclusion may be used only as a last resort to provide the student with an opportunity to regain control of the student's actions. Seclusion must be used in a manner that is age and developmentally appropriate, for the minimum amount of time necessary for the purpose of protecting the student and/or others from physical harm, and otherwise in compliance with this policy and the Ohio Department of Education's (ODE) model policy.

Seclusion shall be implemented only by Student Personnel who are trained to protect the care, welfare, dignity, and safety of the student, including trained to detect indications of physical or mental distress that require removal and/or immediate medical assistance. Student Personnel must document their observations of the student during the seclusion.

## **Additional requirements for the use of seclusion:**

If Student Personnel use seclusion, they must:

- A. continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use communication strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- C. remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated;
- D. assess the student for injury or psychological distress after the use of seclusion, and monitor the student as needed following the incident;

- E. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- F. complete all required reports and document their observations of the student;
- G. ensure safety of other students and protect the dignity and respect of the student involved;
- H. combine the use of seclusion with other non-physical interventions (which are always preferred) that will diminish the need for seclusion in the future;
- I. if at any point the staff assess that the intervention is insufficient to maintain safety of all involved, contact emergency personnel;
- J. use seclusion for the least amount of time necessary.

#### **Requirements for a room or area used for seclusion:**

A room or area used for seclusion must provide for adequate space, lighting, ventilation, and clear visibility in order to allow Student Personnel to observe the student.

A room or area used for seclusion *must not be locked* or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

#### **Additional prohibited seclusion practices:**

Seclusion shall not be used:

- A. for the convenience of staff;
- B. as a substitute for an educational program;
- C. as a form of discipline or punishment;
- D. as a substitute for other less restrictive means of assisting a student in regaining control;
- E. as a substitute for inadequate staffing;
- F. as a substitute for staff training in positive behavior intervention and supports framework and crisis management;
- or
- G. as a means to coerce, retaliate, or in a manner that endangers a student.

Seclusion of preschool-age children is prohibited, except that a preschool-age child may be separated from classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

#### **Physical Restraint**

Prone restraint, including any physical restraint that obstructs the airway of the student, or any physical restraint that impacts a student's primary mode of communication, is prohibited. Student Personnel may use physical restraint only as a last resort and in accordance with this policy and the requirements of A.C. 3301-35-15.

Physical restraint may be used only when the student's behavior poses an immediate risk of physical harm to the student and/or others and no other safe or effective intervention is available. The physical restraint must be implemented in a manner that is age and developmentally appropriate, does not obstruct the student's ability to breathe, does not interfere with the student's ability to communicate in the student's primary language or mode of communication, and otherwise in compliance with this policy and the ODE's corresponding model policy.

Only Student Personnel trained in safe restraint techniques may implement physical restraint, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available. Student Personnel must be trained to protect the care, welfare, dignity, and safety of the student.

## **Additional requirements for the use of physical restraint:**

If Student Personnel use physical restraint, they must:

- A. continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use communication strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- C. remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated;
- D. assess the student for injury or psychological distress after the use of physical restraint, and monitor the student as needed following the incident;
- E. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- F. complete all required reports and document their observations of the student;
- G. implement in a manner that accommodates age and body size diversity;
- H. ensure safety of other students and protect the dignity and safety of the student involved;
- I. combine with other non-physical interventions (which are always preferred) that will diminish the need for physical intervention in the future;
- J. use the least amount of force necessary for the least amount of time necessary;
- K. if at any point the staff assesses that the intervention is insufficient to maintain safety for all involved, contact emergency personnel.

Physical restraint shall not be used for punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control.

## **Prohibited Practices**

The following practices are prohibited under all circumstances, including emergency safety situations:

- A. prone restraint;
- B. any form of physical restraint that involves the intentional, knowing, or reckless use of any technique that:
  - involves the use of pinning down a student by placing knees to the torso, head, or neck of the student;
  - uses pressure point, pain compliance, or joint manipulation techniques;
  - otherwise involves techniques that are used to unnecessarily cause pain;
  - causes loss of consciousness or harm to the neck or restricting respiration in any way;
  - involves dragging or lifting of the student by the hair or ear or any type of mechanical restraint;
  - uses other students or untrained staff to assist with the hold or restraint;
  - involves securing a student to another student or fixed object;
- C. corporal punishment as defined in R.C. 3319.41;
- D. child endangerment as defined in R.C. 2919.22;
- E. deprivation of basic needs;
- F. seclusion or restraint of preschool-age students in violation of A.C. 3301-37-10(D) and A.C. 3301-35-15;
- G. mechanical restraint;
- H. chemical restraint;
- I. aversive behavioral interventions; and
- J. seclusion in a locked room or area.



## **Contact Law Enforcement and/or Emergency Response Personnel**

In accordance with the Board's Emergency Management Plan (see Policy 8400), District personnel shall contact law enforcement and/or appropriate emergency response personnel if at any point they determine that an intervention (either a physical restraint or seclusion) is insufficient to maintain the safety of all involved.

## **Multiple Incidents of Restraint and/or Seclusion – Conducting A Functional Behavioral Assessment and Developing a Behavior Intervention Plan**

After a student's third incident of physical restraint or seclusion in a school year, a meeting must occur within ten (10) school days of the third incident as follows:

- A. For a student who has been found eligible for special education services or has a 504 plan, the student's individualized education program or 504 team must meet to consider the need to conduct or develop a FBA or BIP or amend an existing FBA or BIP.
- B. For all other students (i.e., students not described in the preceding paragraph), a team, consisting of the student's parent, an administrator or designee, a teacher of the student, a staff member involved in the incident (if not the teacher or administrator already invited), and other appropriate staff members must meet to discuss the need to conduct or review a FBA and/or develop a BIP.
- C. Nothing in this section is meant to prevent the completion of a FBA or BIP for any student who might benefit from these measures but has fewer than three (3) incidents of restraint or seclusion.
- D. Nothing in this section is meant to prevent the district from conducting any evaluations or other obligations the staff feel are appropriate under the Individuals with Disabilities Education Improvement Act.

## **Training And Professional Development for Use of Crisis Management and De-escalation Techniques**

The district shall provide training and professional development for the use of crisis management and de-escalation techniques that includes the use of restraint and seclusion. Specifically, the District shall annually train an appropriate number of personnel in each building in evidence-based crisis management and de-escalation techniques, as well as the safe use of physical restraint and seclusion. At a minimum, the training will cover the following topics:

- A. proactive measures to prevent the use of seclusion or restraint;
- B. crisis management;
- C. documentation and communication about the restraint or seclusion with appropriate parties;
- D. the safe use of restraint and seclusion;
- E. instruction and accommodation for age and body size diversity;
- F. directions for monitoring signs of distress during and following physical control; and
- G. debriefing practices and procedures.

The training will occur face-to-face and allow for a simulated experience of administering and receiving physical restraint so that participants can demonstrate proficiency in the topics identified above.

The Superintendent is charged with maintaining written or electronic documentation concerning the training provided that includes the following:

- A. the name, position, and building assignment of each person who has completed training;
- B. the name, position, and credentials of each person who has provided the training;
- C. when the training was completed; and
- D. what protocols, techniques, and materials were included in training.

As part of the required training, Student Personnel shall be trained to perform the following functions:

- A. identify conditions such as: where, under what conditions, with whom and why specific inappropriate behavior may occur; and
- B. use preventative assessments that include at least the following:
  - a review of existing data;
  - input from parents, family members, and students; and
  - examination of previous and existing behavior intervention plans.

Only individuals trained in accordance with this policy in the appropriate use of restraint and seclusion may use those techniques.

### **Monitoring And Complaint Procedures**

The Superintendent shall monitor the implementation of A.C. 3301-35-15 and this policy, and annually conduct a review of A.C. 3301-35-15 and this policy related to the use of PBIS, physical restraint, and seclusion. Additionally, the administration will annually notify parents of the district's policy and procedures related to the requirements of PBIS, physical restraint, and seclusion, including the following complaint process.

Any parent of a child enrolled in the school in the district may submit a written complaint to the Superintendent regarding an incident of restraint or seclusion. The Superintendent shall investigate each written complaint and respond in writing to the parents' complaint within thirty (30) days of receipt of the complaint. The Superintendent will make reasonable efforts to have an in-person follow-up meeting with the parents.

A parent may also file a complaint with local law enforcement, the county department of job and family services, or the office of integrated student support within the Ohio Department of Education. The procedures and timeline for filing a complaint with the Ohio Department of Education are outlined in A.C. 3301-35-15(L).

### **Requirements Following an Incident of Seclusion or Physical Restraint**

Each use of physical restraint or seclusion shall be:

- A. reported to the building administration immediately;
- B. reported to the parent immediately; and
- C. documented in a written report (see Ohio Department of Education's Model Restraint and Seclusion Debriefing Form).

A copy of the written report shall be issued to the student's parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. The district shall maintain the written report, including placing a copy of the written report in the student's file.

All written documentation of the use of restraint or seclusion are educational records pursuant to the Family Educational Right to Privacy Act (FERPA), and District personnel are prohibited from releasing any personally identifiable information to anyone other than the parent, in accordance with FERPA's requirements.

The Superintendent shall develop a process for the collection of data regarding the use of physical restraint and seclusion.

The administration shall develop a support plan for substitute teachers if they need assistance with PBIS or crisis management and de-escalation (including restraint and seclusion).

The Superintendent shall report information regarding the district's use of restraint and seclusion annually to the Ohio Department of Education in the form and manner prescribed by the Department as requested by that agency and make the district's records concerning PBIS, restraint and seclusion available to the staff of the Ohio Department of Education upon request.

\* Adapted from the Ohio Department of Education's Positive Behavior Intervention and Supports and Restraint and Seclusion Model Policy and Procedures, issued July 2021.

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### **School Hotline Service**

The Bridgeport Exempted Village School continues to offer a safety service called School Hotline which allows students, parents, staff, and community members to **anonymously** report potential threats of violence, bullying, gang activity, drug use, sexual harassment or any other potential issue concerning students in the school district. The system is simple to use. To anonymously report a problem to administrators, anyone can dial or text the number **(844) 723- 3764**. The caller ID is not captured on the call to protect the identity of the caller, who is not required to leave their name or any other information they do not wish to leave. Once the message is left, it is immediately transmitted to a list of school and/or community officials that is determined by the superintendent.

### **Smoking and Vaping Regulations**

Bridgeport Exempted Village School District buildings and buses are Smoke Free and Tobacco Free. No student shall smoke, vape, use, or possess any substance containing tobacco or nicotine or use tobacco or nicotine in any other form on school premises and/or at any school activity regardless of its location. This is a violation of Ohio Revised Code (state law) 3313.751. Lighters, matches, or any type of smoking or vaping paraphernalia will be treated the same as possession of tobacco or nicotine products. Violation of this rule will result in a suspension from school for a minimum of three (3) days for the first offense, assignment to the alternative school, (5) days for second offense and (10) days for the third offense/or up to expulsion for continued offenses.

### **Student Valuables**

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

### **Code of Conduct**

The Bridgeport Exempted Village Board of Education recognizes the right of each student to an education. Inherent to this right is the commensurate responsibility of each student to act in such a way as not to interfere with the rights of others.

Rules and regulations pertaining to the management of student behavior are necessary for the development and maintenance of an orderly and safe school environment. Consequently, certain behaviors are recognized as inappropriate and unacceptable. Such behaviors, and their consequences, must be communicated to students and their parents.

The purpose in listing these violations and their appropriate disciplinary action are:

- To inform students of what is considered unacceptable behavior.
- To inform students of the probable consequences of unacceptable behavior.

Bridgeport School is a participant in the Belmont County "C-Cap" program known as the Belmont County Boot Camp. (5-12)

Sometimes the behavior of a student warrants his or her removal from school. We do not like to use this measure but will if the situation demands it. Of course, the rights of the student will be protected in the process, but so will the rights of those students who want to learn and are being denied that right by the misconduct of others.

## Suspensions and Expulsions

All suspensions and expulsions are made under the authority of amended section 3313.66 of the Revised Code of the State of Ohio that provides procedural safeguards for the suspension and expulsion of pupils from public schools. The principal may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of Conduct. The Superintendent may expel a student from school for up to eighty (80) days and in some cases for an entire year. When a suspension occurs, all efforts will be made to contact the guardian/parent. Guardians/ parents have 24 hours to appeal the suspension by contacting the superintendent's office and requesting the appeal. All suspensions will begin immediately as noted on the suspension form. Students will receive credit for work properly completed and given to the teacher upon their return to school. All Permission to go on any field trip is up to the discretion of the teachers in charge of the field trip and the principal.

## Alternative School

Bridgeport Schools uses the Belmont County Juvenile Court's Alternative School when necessary. Students are given 100% credit for work properly completed and turned in to the teacher upon the student's return. Students ride the district school bus to the Belmont Career Center and then ride a bus to the Alternative School, located at the Belmont County Career Center. Students are returned to Bridgeport school prior to dismissal. Rules of Alternative School are given to the student when Alternative School is assigned. Students who attend Alternative school will not be permitted to attend or participate in extracurricular activities.

## K-4 School Discipline Policy

All Bridgeport students are expected to comply with the district's student discipline policy. Please discuss this K-4 policy with your child.

The principal has the authority to take corrective disciplinary action against any behavior, whether covered specifically in this written code or not. No behavior should be disruptive to the educational process of other students. The principal will address discipline issues as deemed necessary to provide a safe school environment conducive to learning.

Day to day student behavior will be tracked using a daily color-coding chart in each homeroom. These procedures are set to govern daily classroom, hallway, field trips, cafetorium, gymnasium, restroom, and recess.

- All color codes are posted in each classroom as a visual reminder.  
Green= Proper behavior demonstrated for the day, no violation of school/classroom rules.  
Yellow= Level I: Minor behaviors (Non-referred/Recorded). Students on notice to improve behavior for the remainder of the day.  
Red= Level II: Chronic Level I behaviors (Non-referred/Recorded).
  - 1<sup>st</sup> Red: Parent notification form sent home with student
  - 2<sup>nd</sup> Red: Parent notification form sent home with student
  - 3<sup>rd</sup> Red: Student referred to the principal for after school detention
  - 4<sup>th</sup> Red or more: Student referred to the principal for after school detention and loss of 9-week celebrationBlue= Level III: Severe behaviors and chronic Level II behaviors. (Recorded/Referred). Require administrator involvement. Student referred to the principal for after school detention and loss of 9-week celebration
- **Example of but not limited to severe behaviors for (Level III - Blue) listed below.**
- **All parent notification forms are required to be signed and returned the next school day.**

**\*Unacceptable behavior will be subject to disciplinary action which includes but is not limited to warnings, loss of recess, time out in the office, after school detention, suspension, and/or expulsion. The administration has the right to bypass any of the steps listed above as a means of increasing the penalty depending on the severity of the violation.**

### **Violation of Student Behavior**

- **This section does not list all forms of unacceptable behavior but should serve as a guide.**
  - Possession of a weapon.
  - Possession of any illegal substance.
  - Physical, verbal, and non-verbal abuse of a staff member, including custodial, secretaries, and cafeteria.
  - Deceit, forgery, or theft.
  - False alarm
  - Damaging school or private property.
  - Fighting
  - Assault
  - Insubordination (Refusing to accept discipline, teacher/staff directions)
  - Intimidation, threatening, harassment, offensive message of any kind; the act of bullying.
  - Profane language, name calling.
  - Unauthorized use of electronic devices (games, cellphone, I-Pod etc.)
  - Dress Code
  - Inappropriate physical contact (touching, shoving, kicking, pinching)
  - Repeated violations
  - Inappropriate use of technology (Technology is only to be used for educational purposes and all use must be teacher directed)
  - Anything not listed but causes a disruption to the educational process.

### **Playground Expectations (PreK-4)**

#### **Including but not limited to:**

- Students are to follow the directions given by the staff on duty during daily recess times.
- Running should be in a safe manner (spatial awareness should be employed)
- Only equipment approved by the staff on duty is permitted.
- Students are to be careful of others while using the climbing equipment.
- Students are not permitted to pick up wood padding chips.
- Students are not permitted to grab or pull-on other students' clothing or bodies.
- Use ladders appropriately: climbing up only.
- One person on a slide at a time and only permitted to slide sitting down.

If a student does not follow the rules above, they may be subject to the following disciplinary actions: warning, color change, timeout, and/or referral to Principal.

#### **Homework:**

- Colors are posted in the classroom as visual reminders for the students.  
Orange=Student will remain in this color when homework is completed in the designated amount of time determined by the teacher.  
Black:
  - 1<sup>st</sup> Black: Parent notification form sent home with student
  - 2<sup>nd</sup> Black: Parent notification form sent home with student
  - 3<sup>rd</sup> Black: Parent notification form sent home with student
  - 4<sup>th</sup> Black: Referral to principal for after school detention and loss of 9-week celebration
  - 5<sup>th</sup> or more Black: Referral to principal for after school detention
- **All parent notification forms are required to be signed and returned the next school day.**

## **9 Week Grade Level Celebrations:**

Students will not be eligible to attend grade level celebrations if they have received any of the following behavior Referrals.

- 4 or more red
- 4 or more black
- 1 or more blue
- 1 or more bus referrals that warrants a removal from the bus

## **Elementary After School Detention Guidelines**

- Students receiving a detention referral are responsible for taking the referral home to their parent/guardian to be signed and returning it to their homeroom teacher the next school day.
- Elementary detention will occur on Thursdays from 2:45 pm-3:15 pm
- It is the parent's/guardian's responsibility for making arrangements to **pick up their child promptly at 3:15 p.m. at the elementary front doors.**
- Detention will be conducted by a teacher and paraprofessional. The detention teacher will re-teach the elementary school behavior expectations that the students were taught at the beginning of the year, making good choices and other activities regarding being kind, safe and responsible.

## **Middle School Behavior/Homework Tracking**

Day to day student behavior will be tracked using a color-coding system in the student agenda. PBIS is followed to govern daily classroom, hallway, and cafeteria conduct.

The Homework/Behavior **is tracked on the Calendar Pages** under the appropriate subject. Students' planners **must be signed every night by a parent or guardian** in the Parent/Guardian Signature space at the bottom of the page:

### **Homework:**

Missing Homework Assignment: When a student does not complete their homework, the teacher will write their initials in purple on the subject of concern.

- 3 Missing Assignments = 1 Detention
- 6 Missing Assignments = 2 Detentions
- 9 Missing Assignments = 1 Saturday School

## **\*\*The reoccurring offense of 3 Missing Assignments in a Week = 1 Saturday School**

**Behavior:** Behavior infractions include anything that disrupts the learning process.

Behavior infractions are as follows:

1. Repeatedly Unprepared
2. Continually talking out/Interruptions
3. Failure to follow teacher instructions
4. Disrespect of people
5. Disrespect of property
6. Having food, drink, or gum
7. Inappropriate language
8. Yelling/loud noises
9. Inappropriate hallway behavior

Teachers will write their **initials in red** on the subject and **indicate the number code of infraction**.  
Teachers noting the 3<sup>rd</sup>, 6<sup>th</sup>, or 9<sup>th</sup> infraction will complete a disciplinary form and turn it into the principal.

3 Infractions in a week = 1 Saturday School  
6 Infractions in a week = 2 Saturday Schools  
9 Infractions in a week = 5 Days Alternative School

**Misbehavior in the hallway or during lunchtime** will result in **red initials** in the Comments Sections of the agenda to be included in the Infraction Count.

Agenda homework and behavior tracking will start over each 9 weeks.

- The administration has the right to bypass any of the steps listed above as a means of increasing the penalty, depending on the severity of the violation.

#### **Violation/Penalty of Student Behavior (5-12)**

- The administration has the right to use their discretion when determining the appropriate penalty for the violation.
- This section does not list all forms of unacceptable behavior, but should serve as a guide for students.
- The Administration has the right to bypass any of the steps listed depending on the severity of the altercation. The Administration also has the right to use Emergency Removal Procedures when deemed necessary.

#### **Violations**

- Possession of a weapon or any use of a weapon
  - (1 Year Expulsion)
- Possession, concealing, use, selling, and/or attempting to sell or give drugs, intoxicating substances, or alcohol.
  - (10-day suspension recommend 1 Year Expulsion)
- Purposely setting a fire on school property
  - (10-day suspension recommend 1 Year Expulsion)
- Physically assaulting a staff member
  - (10-day suspension recommend 1 Year Expulsion)
- Repeated, persistent and flagrant violations.
  - (10-day suspension recommend 1 Year Expulsion)
- Setting a false alarm
  - (10-day suspension/Criminal charges filed.)
- Use or possession of explosives or fireworks.
  - (10-day suspension recommend 1 Year Expulsion)
- Assault of another student
  - (10-day suspension recommend 1 Year Expulsion)
- The act of bullying, which is repeated, unwanted behavior directed at another.
  - 1<sup>st</sup> Offense- 2 Saturday Schools
  - 2<sup>nd</sup> Offense-3-day Alternative School
  - 3<sup>rd</sup> Offense-5-day Suspension

- Refusing to accept discipline or punishment.
  - 1<sup>st</sup> Offense-2-day Saturday School
  - 2<sup>nd</sup> Offense-3-day Suspension
- Violation of dress code
  - 1<sup>st</sup> Offense - Warning
  - 2<sup>nd</sup> Offense - 1 Saturday School
  - 3<sup>rd</sup> Offense - 3 Days Alternative School/Suspension
  - 4<sup>th</sup> Offense - 5 Days Alternative School/Suspension
- Public display of affection (PDA)-any affectionate activity
  - 1<sup>st</sup> Offense-Warning
  - 2<sup>nd</sup> Offense-Detention
  - 3<sup>rd</sup> Offense-Saturday School
- Failure to charge iPad
  - 1<sup>st</sup> Offense-Warning
  - 2<sup>nd</sup> Offense-Detention
  - 3<sup>rd</sup> Offense-Saturday School
- Use of any technology other than those provided for student use (including cell phones).
  - 1<sup>st</sup> Offense-The device will be held in the school office until the end of the school day. The student may pick up the device after school. Written warning will be issued.
  - 2<sup>nd</sup> Offense-The device will be held in the school office until a parent or guardian picks up the device. Saturday School(s) will be assigned.
  - 3<sup>rd</sup> Offense-The device will be held in the school office until a parent or guardian picks up the device. Further consequences, determined by the building principal and/or Superintendent, may include 3 Saturday Schools, Alternative School or suspension.
- Unauthorized use of any electronic devices— School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure.
- Physical contact including but not limited to bumping, shoving, kicking, punching, slapping, or throwing objects.
- Use of profane language, name calling
- Intimidation, threatening, harassment, offensive messages of any kind.
- Verbal and non-verbal abuse of a staff member & disrespect (includes custodial & secretaries).
- Extortion, gambling, plagiarism
- Providing false I.D., deceit and /or forgery
- Trespassing or theft
- Insubordination
- Damaging school or private property
- Unauthorized use of school or private property



- Falsifying excuses, documents
- Use of teacher telephone
- Any misconduct by a pupil, regardless of where it occurs, that is directed at any district official employee.
- Food or drink in lockers, classroom, or areas where it is not permitted. No open or outside beverages permitted.
- Student not entering school after entering school property.
- Presence in areas during or outside school hours where a student has no legitimate business without proper permission.
- Violations by a student of any one or more of the rules on school grounds (1,000 feet beyond the edge of school property), or at school activities and events off school grounds, will result in disciplinary action.
- In lieu of suspension, a student may be assigned to the C-Cap Alternative School for a period of 1-10 days. Chronic offenders could be placed in the C-Cap Diversion Program.

#### **Fighting (5-12)**

- Alternative School is not an option for students who are involved in a fight.
- Fighting is potentially the most dangerous violation of the school discipline code. In order to convey our serious attempt to curtail fighting, suspension will be determined at the discretion of the administration.
- The Administration has the right to bypass any of the steps listed above depending on the severity of the altercation. The Administration also has the right to use Emergency Removal Procedures when deemed necessary.
- The following policy will be implemented in which fighting, even in previous school years, will be carried over to the present when assessing punishment.

#### **Discipline for Fighting (9-12)**

1st Offense: 10-day suspension  
 2nd Offense: 10-day expulsion, file charges

#### **Discipline for Fighting (5-8)**

1st offense: 3-day suspension (Present school year with a violation carried over from last year).  
 2nd offense: 5-day suspension  
 3rd offense: 10-day possible expulsion

#### **Student Discipline Policy (5-12)**

C-Cap suspension may be substituted in place of out of school suspension. The administrator has the authority to skip steps, depending upon facts related to each individual case.

Student "Due Process" procedures will be followed. (K-12)

Students may be referred to the guidance department or Student Services for appropriate counseling. Legal authorities may be contacted depending upon each individual case.

The rules and regulations as stated in the Student Handbook and within the Discipline Policy apply to all school activities [dances, field trips, school sponsored activities, etc.] Students involved in any violation[s] will be disciplined accordingly.

### **Emergency Removal (K-12)**

If a student's "presence" poses a continuing threat or danger to persons or property within the classroom or elsewhere on school property or at a school related function, the Superintendent, Principal, or their designee may deem it necessary to have the student removed from the premises.

### **Failure to Participate/Student Removal from Class (5-12)**

Any student who refuses to do what is required of them in class and continually disrupts that class may be removed from that class if the teacher deems it necessary to enable the rest of the class to get the education they deserve. Should the severe step of removing a student from a class for the balance of the semester happen, that student will receive an "F" for that course for that semester.

### **Skippping Classes (5-12)**

A student who fails to report to any class including study hall and has not been excused from that class by any school official or personnel will be cited for "Skippping". Penalties for "Skippping" are as follows:

1 <sup>st</sup> Offense	Warning
2nd Offense	Detention
3rd Offense	Saturday School

The Administration has the right to skip any of the above steps.

Any student arriving more than 10 minutes late to class will be marked as having skipped this class. Extenuating circumstances will be considered by the office.

### **Saturday School Regulations (5-12)**

After a student has committed an offense that warrants Saturday School, the student and his/her parents will be informed of the decision to assign Saturday School. Under this program, a student will attend a **THREE** [3] hour session [8:00 - 11:00] on a Saturday morning in an assigned classroom.

Saturday School will provide students an opportunity for concentrated study time. It is the responsibility of the student to get his/her work from their teachers. This work may consist of make-up work, extra credit assignment, or simply review work. Each teacher that a student has must give an assignment. All work completed will be given to the MONITOR at 11:00. Any credit given for the assignments will be at the discretion of the teacher making the assignment. Failure to complete work may earn student another Saturday School.

### **Saturday School Rules (5-12)**

1. Students shall report not later than 7:50 a.m. Meet at the front door or in the front lobby. If a student is tardy, an extra day of Saturday School will be assigned.
2. Students must be prepared with necessary work and school materials and remain working during the 3-hour period.
3. Students **WILL NOT** be permitted to leave the room to use the telephone or go to lockers.
4. Students **WILL NOT** be permitted to put their heads down or sleep.
5. No radios, cards, magazines, food or drink, or any recreational articles will be permitted.

### **Failing to Report for Saturday School (5-12)**

1. Students could be assigned two additional Saturday school days.
2. Students could be suspended for one to ten days.
3. Eighteen-year-old could be suspended for five days or more.

### **Accumulation of Saturday School Assignments (5-12)**

No student will be assigned to Saturday School for more than four [4] times for ANY policy violation in any one [1] semester. The following will be used after the student has been assigned to Saturday School for the maximum four [4] days:

5th Saturday School Day	3-day suspension
6th Saturday School Day	5-day suspension
7th and each additional day	10-day suspension

In lieu of suspensions, and at the discretion of the principal, assignments may be made to the Alternative School for a period of one to ten days or to the C-Cap Diversion Program. Charges could also be filed in Juvenile Court.

### **Drugs or Alcoholic Beverages (Intervention Program) (K-12)**

#### Section I

##### **Procedures**

A. Any student who is seen entering a school building or facility or admits to entering such after consuming alcohol or drugs (regardless of amount) shall be handled with the following guidelines as approved by the Bridgeport Board of Education.

#### Section II

##### **First Offense**

The student will be referred to the appropriate agency for a Drug & Alcohol Evaluation or treatment as necessary. If the student refuses to submit to the evaluation as deemed necessary, charges will be filed in the Belmont County Juvenile Court.

If the parent or guardian refuses to permit the student to participate in the assessment, the appropriate agency will be notified of this lack of co-operation.

### Section III

#### **Second Offense**

The student will be referred to the appropriate agency for treatment as necessary. Unruly charges will be filed in Belmont County Juvenile Court if the student refuses to comply with this referral.

Parental medical insurance and choice of evaluation and treatment services will be considered in determining the agency or person to perform the evaluation or treatment.

B. Possession of drugs or alcohol in any building/facility or at any school related activity of the Bridgeport School District would result in a recommendation by the Principal to the Superintendent for expulsion. However, the expulsion will be temporarily waived until such time as the student begins counseling or treatment. Failure to complete treatment will cause the expulsion to be reactivated immediately upon notification of student non-participation by the treating agency. While the student is waiting for the expulsion hearing, he/she will be suspended for ten days or until such time as the expulsion hearing is held or treatment has begun by the proper agency directed to handle this matter.

C. Any student who is found guilty of selling or transferring drugs or alcohol in any building/facility or at any school related activity of the Bridgeport School District would be referred by the Principal to the Superintendent of Schools for an expulsion hearing. Pending this hearing with the superintendent, the student will be suspended for ten days or until such time as the expulsion hearing is convened.

### Section IV

#### **Suspected or Potential User**

If a teacher or school official suspects that a student has used alcohol or drugs, he/she is encouraged to complete a chemical involvement referral form and submit it to the Student Services Office. The referral form will provide information about behaviors, which generally indicate chemical involvement.

Each of the student's other teachers and advisors will then be asked to complete a checklist sheet of behaviors that indicate chemical usage. The Core Team will then review the sheets. If the check sheets indicate the possibility of the presence of chemical use, the Student Services Counselor will contact the student and his/her parents. A recommendation will be made that the student attends a Drug & Alcohol Program. The educational program can also be used a preventative measure for students considering using drugs and/or alcohol.

If the symptoms persist following the education, the student will be referred for a Drug & Alcohol Evaluation. Referral for treatment as necessary will be initiated if the behaviors continue. The parent is responsible for the cost of the evaluation and treatment.

### Section V

#### **Notification**

Compliance with the standard of conduct and the Drug & Alcohol Program is mandatory.

## **ICU Program**

Bridgeport Middle and High School will continue to utilize the ICU (Intensive Care Unit) Program for 2024-2025 school year. This program is a support system for our students designed to address missing assignments and encourage assignment completion and engagement in the classroom. It is also a way for us to help ensure communication between school, students, and our parents and guardians.

The program will start at the beginning of the school year. You will receive text and email alerts every time your child has a missing assignment. You should also continue to receive those alerts until the assignment is completed. The assignments will not go away or disappear after a few days or weeks. We will also be offering time, space, and assistance for students to work on their missing assignments before and during the school day. During this time, also remember that you have 24/7 access to ProgressBook to monitor your child's progress. If you do not have your login information, please contact us at 740-635-0853.

Our goal is to support student success, and we will strive to support communication with our Bridgeport families while allowing as many opportunities as possible for our students to be successful. If you have any questions, please contact your child's teacher.

## **Working Lunch (9-12)**

**Working lunch is not a form of discipline; rather, it is a means of assisting students who have fallen behind by providing time to complete work and tutoring for those who seek extra help.**

- Students will be assigned a working lunch by their teacher if they have more than 3 missing assignments in their class or at the teacher's discretion (ex. large project or paper).
- The names of those students who are assigned working lunch will be added to the HS Staff Teams page and 5th period teachers will inform students who have working lunch to report to lunch a few minutes early. These students will be in the Media Center.
- If a student has a working lunch for 3 consecutive days, he/she will be assigned detention.
- If after the detention is served, the student still appears on the working lunch list, he/she will be assigned Saturday School.
- If deemed necessary, students who consistently appear on the working lunch list will be assigned to C-CAP until all missing work is turned in.

Our ultimate goal is the success of every student. Students who consistently complete their work on time are shown to have a much higher success rate. In addition, those who procrastinate place themselves under unnecessary stress as the number of missing assignments increases and the time to complete them decreases.

## **Office Phones (K-12)**

Students are not permitted to call out on the school telephone unless given permission by the secretary or principal. Student use of the phone must be limited to school business or emergencies.

## **Health Clinic (K-12)**

The clinic is to be used by students only after coming to the office and explaining his/her illness to the secretary, the principal, or the school nurse. Students who frequently ask to go to the clinic will be referred to the school nurse, who may require them to seek professional medical assistance.

## **Student Illness (K-12)**

If a student is ill, he/she is to report to the Nurse's Office. No student who is ill can remain in the restroom or go home without being excused by the nurse or an administrative staff member.

### **Head Lice Policy (K-12)**

The school deals with head lice problems every year. Parents are responsible for checking their own child's head for lice periodically. The school nurse or designated staff will check students referred by staff members including siblings and friends, as appropriate. Whole classes may be checked if a significant number of cases are found in a class. These class wide checks will be conducted at the discretion of the school nurse. Students identified to have head lice will be sent home. It is the parent's responsibility to transport the child home promptly when notified. The school has a nit free policy, students must be checked by the nurse with parent/guardian present and found to be free of nits before they are permitted to return to school or ride on the school bus. Parent/guardian is responsible for transporting their child to school to have their hair checked. Students are not permitted to ride the bus until they have been checked and approved to return. Students identified as having head lice will be sent home for the day.

### **Use of Medications**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over the counter) drugs, preparations, and/or remedies. "Treatment" refers both to the way a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1, Form 5330 F1a, and Form 5330 F1b). These documents shall be kept on file in the office of the school nurse and made available to the people designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the district's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date of a prescription, the student's name, and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case, they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336.

Parents may administer medication or treatment, except for diabetes care covered under Policy 5336, but only in the presence of a designated school employee.

Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs but only in the presence of a designated school employee except for students authorized to attend to their diabetes care and management pursuant to Policy 5336.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911).

Students with diabetes are authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

With the exception of diabetes care covered under Policy 5336, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription drugs to students in school.

With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

- A. Principal
- B. Teacher
- C. school nurse
- D. building secretary
- E. aide
- F. others as designated by student's IEP and/or 504 plan
- G. others designated by the principal

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

With the exception of diabetes care covered under Policy 5336, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as aforementioned, may be stored in the school nurse's office and administered in accord with this policy and Policy 5336.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

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### **Locker Assignments (5-12)**

Students are encouraged to keep their lockers in good condition. Do not share lockers with someone else unless told to do so by the office. Under no circumstances should students ever keep money or valuables in the locker. Once a student is assigned a locker, he/she is to keep it for the entire year. Students are permitted to use one locker (assigned by the office).

### **Restroom/Locker Regulations (9-12)**

There are two minutes between each class for students to go to their lockers. In general, students should not need to be excused from class or study hall to go to the restroom. It will be up to the judgment of the teacher regarding going to lockers.

### **Restroom/Locker Regulations (5-8)**

Students are not permitted to go to the restroom or their lockers between classes. Students who are excused from class **MUST** have their agenda initialed by the teacher with the time and location (office, nurse, restroom, locker, etc.) marked.

### **K-4 Invitations / Celebrations / Treats**

We ask you not to send party invitations to be distributed at school unless your child is inviting their entire class (or all boy/all girl portion of the class). If only select students from a class are to receive an invitation, please find an alternate method of distribution. Verbal invitations to parties are not permitted in school. Classroom celebrations are held at various times throughout the school year. Parent volunteers will be requested by the teacher if needed.

### **Bridgeport Elementary Snack, Party, and/or Celebration Guidelines (K-4)**

**Food Safety Guidelines:** All food or beverages used for snacks, rewards, or any party must be pre-packaged, sealed, unopened with a nutritional and ingredient label affixed to the outside. No homemade items will be allowed at any time. In addition, all items must not contain traces of peanuts or tree nuts and cannot be manufactured in a facility that may contain peanuts or tree nuts. (Please check labels for these for warning signs that state “may contain”, or “processed in”, or “manufactured in”.) Teachers will monitor all snacks brought into the classroom.

**Birthday Celebrations:** Any parent wishing to send in items to celebrate a child’s birthday must follow the above **food safety guidelines** or choose a non-food item. Examples may be, but are not limited to, pencils, erasers, and novelty toys.

**\*Cupcakes are permitted, as long as, Food Safety Guidelines are followed.**

If you wish to send any treats during the year for your child’s birthday, etc., please schedule this first by contacting your child’s teacher. Please do not use the classroom as an opportunity for your child’s party.

**\*The policies stated above are in accordance with State and Federal nutritional guidelines.**

### **Approved snack, reward, party food, and beverage list (must follow the Food Safety Guidelines for all below items)**

#### **Beverages**

Fat Free or 1% Milk, Water, 100% Fruit Juice

#### **Fruits (Focus on fruits) and Vegetables (Vary your veggies)**

Fruit of any kind (whole, unpeeled, unopened), Vegetables of any kind (whole, unpeeled, unopened), Vegetable Trays  
Fruit Sauces, Fruit Cups, Fruit Slices, Fruit Snacks

#### **Protein food (Go lean with protein)**

Turkey, Chicken



**Grains (Make at least half your grains whole)**

Cereals, Cereal Bars, Popcorn, Pretzels, Breads, or Buns (wholegrain is best), Crackers (examples: Goldfish, Cheez-its, Ritz, or any cracker made with grains), Flour tortillas, Rice Cakes, Graham Crackers, Oatmeal Crackers, Animal Crackers Muffins, Pizza (no extra cheese or meat, and covers both meat and dairy group)

**Approved snack, reward, party food, and beverage list**

Dairy (Get your calcium-rich foods, we encourage low fat or fat-free when possible)  
 pudding, Yogurt, Ice Cream, Sherbet, Cheese, Cottage Cheese, Whipped Topping

**Foods Cooked in Oils Must read labels and follow Food Safety Guidelines**

Chips (corn, tortilla, vegetable), Salad Dressings (fat-free)

**Sweets (no nutritional value, should only choose one item from this list per party and maintain serving size)**

Cookies, Popsicles, Potato Chips

If you wish to send any treats during the year for your child's birthday, etc. please schedule this first by contacting your child's teacher. Please do not use the classroom as an opportunity for your child's party.

**Hall Passes (5-12)**

No student is to be permitted to leave any class or study hall during regular class periods without a hall pass. No student will be released to a regular teacher without a note from the teacher. Students should not be released to substitute teachers.

**Deliveries (5-12)**

Due to problems with storage, interruptions to classes and transportation, delivery of flowers, balloon bouquets, etc. will not be permitted to the student in the classroom.

**Emergency Plans (K-12)**

School staff are prepared to take prudent actions should any emergency arise during the school day. The district crisis management plan is reviewed regularly and in place. Fire, tornado, and other emergency evacuations are conducted periodically to give students an opportunity to practice procedures. In the event of an actual emergency, it is in the best interest of both parent and child to refrain from driving to school to pick up children. In addition to the danger involved in being in a car during certain emergencies, it is extremely disruptive to the emergency procedure being implemented to have persons unfamiliar with established plans "on the scene". Keeping students safe and reassured during the time of crisis will be a primary concern. No students will be allowed to leave the premises without procedural release.

**Arrival of Students (K-4)**

If you bring your child to school in the morning, please do not leave them off prior to 7:35 a.m. There is no adult on duty prior to 7:35 a.m. to watch arriving students. Students must wait outside until doors open at 7:35 a.m. Only students may enter the building hallway, all visitors must enter the office to the left side of the front elementary glass enclosure. Please have your child at school before 8:05 a.m. The school doors automatically lock at 8:05 a.m., students entering the building after the doors lock are marked tardy and required to be signed in by their parent/guardian. Students wishing to eat breakfast at school must arrive before 7:45 a.m.

**Dismissal of Students (K-4)**

Elementary students are dismissed at 2:35 p.m. If your child is not to ride the bus home on a certain day, please inform your child's teacher with a note in advance. Phone calls should be made prior to 11:00 a.m. if you did not send a note. If you wish to pick up your child at the end of the day, please arrive at school, just prior to the 2:35 p.m. dismissal.

In case of an emergency and you need your child from school prior to the 2:35 p.m. dismissal, please report to the building office to sign-out your child. Your child will be brought to the office for you. The sign-out procedure is a safeguard in compliance with Ohio's Child Protection Act of 1985. Parents waiting for end of day walker/pick-up dismissal are to wait at the front glass enclosure doors. Students will be brought to parents/guardians at 2:35 p.m. Students will be dismissed one at a time to the person picking up that child. Our staff cannot send students out on their own to waiting vehicles.

**All vehicles are to be parked in the lot to avoid congestion with departing buses. Parking along the curb is not permitted. This also applies to pre-kindergarten pick-up times.**

### **Morning Regulations (5-12)**

Students are not to be in the building before 7:35 am. Students are to report to the gymnasium. Students are not permitted to stand in front of the main entrance to the school or the bus unloading entrance nor loiter in the main lobby. Students are not permitted to ride the bus or a car and leave school property after arriving on school property.

### **Fire and Tornado Drill Regulations (K-12)**

Emergency drills at irregular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everybody obeys promptly and clears the building by the prescribed routes as quickly as possible. Designated routes are posted in individual rooms.

### **Immunization Law (K-12)**

Students who do not have evidence of proper immunizations will be excluded from school after 14 days until such immunizations have been received. Any questions about immunizations should be directed to the school nurse.

### **Organizations (9-12)**

- a) Students are permitted to hold only 2 offices per year.
- b) Students can hold the office of president in only one club in which they are a member.
- c) Any of the National Honor Societies are not considered one of the organizations to follow these guidelines because students are selected rather than allowed to join.

### **Special Events (9-12)**

#### **Homecoming Court Eligibility (9-12)**

All senior girls and boys who have attended Bridgeport High School both junior and senior years are eligible. A ballot containing the names of all senior girls who qualify is distributed to all senior students. The top ten vote getters are then placed on the final ballot. This ballot is distributed to all 9th, 10th, 11th, and 12th grade students. The highest five vote getters constitute the Homecoming Court. The advisors' tabulate votes. The Queen shall be the one of the five girls who selects the odd colored rose at the half-time ceremonies.

The same procedure is used in selecting a Homecoming Court from among the senior boys who qualify. The Homecoming King shall be the one of the five boys who selects the odd colored carnation at the Homecoming Dance. No student will be permitted to wear a tiara except the Queen.

All high school students are welcome to attend the Homecoming Dance. At least one person of the couple must be a student at Bridgeport High School. If the other person of the couple attends a different high school, they must obtain a verification form to be signed by their school principal. Verification forms are available in the principal's office. This form must be given to the dance sponsor prior to the event.

No one over the age of 20 is given permission to attend the dance unless they are acting as a chaperone. Ticket sales will end on the Friday before the event.

For the safety of the students, the dance shall be closed. No student will be permitted to leave and then return. Parents and others are welcome to view the decorations prior to 30 minutes before the start of the dance, after which time they will not be allowed entrance.

In order to be eligible to attend Homecoming, students must be in attendance for at least 4 periods during the day of the event or the day prior if the event falls on a Saturday.

Students must have an emergency medical form on file with the school in order to attend homecoming.

### **Homecoming Class Representatives (9-11)**

One male and one female will be selected by secret ballot by each of their respective classes in grades 9 through 11. These students will serve as the underclassmen representatives. To be eligible, the students must have attended Bridgeport for at least half of the previous school year.

### **Behavior and Dress Code Guidelines for High School Homecoming and Prom**

The Board of Education approved Student Code of Conduct will be in effect at all times. Students who choose to bring an outside guest are responsible for registering the guest when they sign the signup sheet or tickets are purchased by the host student. Host students who bring a guest are responsible to properly inform and clarify the Student Code of Conduct to their dates.

### **Boy's Formal Dress Homecoming**

Homecoming attire may be classified as a sport coat or suit, including a tie or a dress shirt and dress pants, which may include a vest. Shirts are to be worn at all times. No sunglasses or ball caps are permitted.

### **Boy's Formal Dress Prom**

Formal Prom attire may be classified as a tuxedo, sport coat or suit, including a tie or a dress shirt and dress pants, which may include a vest or cummerbund. Shirts are to be worn at all times. No sunglasses or ball caps are permitted.

### **Girl's Formal Dress Homecoming and Prom**

Traditionally, formal dresses or gowns may be strapless or may feature spaghetti straps. Strapless dresses may **NOT** be cut below the bust line. The bust continues around your sides directly under the arm pit. With arms down at your side, if flesh touches flesh below the bust line, the dress is inappropriate. Bare or open backs are acceptable; backless to the waist (opposite the belly button) is acceptable, anything lower is not. No revealing cut-outs. Two-piece dresses are permitted so long as they are in good taste. Undergarments should not be visible. See-through apparel, including sheer/mesh overlays, should not be of a revealing nature. Gowns or dresses with slits that are above the mid-thigh area (no higher than 3 inches above the knee) are not permitted. Garments that are extremely low-cut are also unacceptable. Sunglasses or ball caps are not permitted. If your dress is inappropriate, you will be given the option to leave, change, and return in proper attire. Ultimately, any questionable attire will be accepted at the discretion of the principal.

### **Footwear is Required at ALL Times**

Bare feet are not permitted at any dance/event. However, you may choose to change into tennis shoes or slippers/booties in order to be more comfortable.

### **Music Homecoming and Prom**

Music selection being played must be appropriate for a high school prom. Any music that implies promiscuous sexual activity or contains explicit lyrics including, but not limited to, extreme violence and language that is foul or profane will not be permitted.

### **Crowning Ceremony Homecoming**

During the crowning ceremony, all candidates will be in complete attire. The king will be crowned one half hour after the dance begins. Parents will be admitted ten minutes prior to the crowning of the King.

### **Crowning Ceremony Prom**

During the crowning ceremony, all candidates will be in complete attire. No student will be permitted to wear a tiara except the Queen and Princess.

### **Junior – Senior Prom Eligibility**

The prom is restricted to juniors and seniors attending Bridgeport High School; however, one member of the couple may be a Freshman or Sophomore or be invited from another school. Any student attending the prom from a different school must obtain a verification form from the principal's office. This form must be signed by their school principal and then given to the dance sponsor. The prom is a formal dance. No one over the age of 20 is given permission to attend the dance unless as a chaperone.

For the safety of the students, the dance shall be closed. No student will be permitted to leave and then return. Parents and others are welcome to view the decorations prior to 30 minutes before the start of the dance, after which time they will not be allowed entrance.

The prom court will be selected by the senior's attending prom. Those seniors will vote on the top 5 senior boys and top 5 senior girls attending prom. Those 10 students will form the prom court. A random selection at promenade will determine the prom King and Queen. The prom prince and princess shall be elected by secret ballot of their respective class from those students having signed up to attend prom. The prince and princess will be announced at promenade.

However, any student who was homecoming King or Queen in the same school year shall be ineligible to be on prom court.

Ticket Sales for the event will end 10 school days prior to the event. Only those students that have purchased their ticket by that date will be eligible for prom court or prince-princess. Tickets must be purchased on or before the end of ticket sales.

### **Ticket Sales**

Only those students that have purchased their ticket will be eligible to attend the prom. Tickets must be purchased on or before the end of ticket sales.

In order to be eligible to attend Prom, students must be in attendance for at least 4 periods during the day of the event or the day prior if the event falls on a Saturday.

Students must have an emergency medical form on file with the school in order to attend prom.

### **Promenade**

All students attending the Prom must participate in the Promenade held at the High School. Failure to attend will result in no admission to the Prom. Extenuating circumstances will be considered by the High School principal.

### **Student Insurance (K-12)**

Parents have the opportunity to purchase school accident insurance for their children. School time and 24-hour coverage will be available. The insurance will cover all sports, classes, and school activities with the exception of varsity football.

### **Foreign Exchange Students**

All foreign exchange students must pass all classes to earn a certificate of completion from the Bridgeport Exempted Village School District. Foreign exchange students may participate in graduation ceremonies and earn a diploma if they meet all the requirements set forth by the Bridgeport Board of Education and the Ohio Department of Education.

In order for foreign exchange student to participate in the Graduation Ceremony they must:

- Pass all their classes.
- Earn a 2.0 GPA or higher
- 95% attendance rate, not including a permissible 5-day vacation.
- No suspensions or multiple (3) behavior write ups
- Should they earn the qualifications of an Academic letter they will receive this award.

### **Student Email and Acceptable Uses**

Email is a vital form of communication. Bridgeport Exempted Village School District will provide students with filtered, monitored email accounts for the purpose of facilitating teacher-student communication and participation in web-based classroom activities, such as, class blogs and collaborative projects. The goals of the district are to provide a needed tool for more effective and meaningful classroom instruction, and to ensure that this tool is used in a safe and ethical manner. **Student email accounts are intended for educational purposes only, such as, teacher-student correspondence, accessing/submission of classroom assignments or materials, correspondence with students/partners in collaborative class activities. Failure to comply with the guidelines can result in restrictions being placed on the accounts, loss of access, and possible disciplinary consequences.**

- **Unauthorized Use**  
Personal Emails, bullying other users, sharing personal information, illegal activities, purchasing and selling products
- **Account Security and Safety**  
Do not share usernames, passwords, or other account information. Report any possible unauthorized use of your account to a staff member immediately. Cyberbullying and harassment will not be tolerated. Students are expected to report any suspicious or threatening communication immediately.
- **Privacy**  
Student email accounts are the property of the Bridgeport Exempted Village SD. Students should expect email to always be subject to monitoring and should not expect any email to be private.
- **Liability Limitations**  
Bridgeport Exempted Village SD is not responsible for messages, attachments, stored files, etc. which may become lost or damaged.

### **Student Network and Internet Acceptable Use and Safety**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the district's personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the district's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or 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 measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also 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. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or technology staff may temporarily or permanently unblock access to websites or online educational services containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has 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 may find inappropriate, offensive, objectionable, or controversial.

Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications.
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students in grades 3-12 will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the district with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board'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. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the district's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and administrative staff as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

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### **Personal Communication and Electronic Devices**

Technology including, but not limited to, PCDs intended and used for instructional purposes (e.g. taking notes, completing collaboration projects, writing papers) will be permitted, as approved by the classroom teacher or the building principal. However, the use of a PCD to engage in non-education-related communications are expressly prohibited.

Students may not possess telephone paging devices (e.g., beepers or pagers) on school grounds, at school sponsored events, and on school buses or other Board-provided vehicles. When use of PCDs is prohibited the devices must be powered off completely (i.e. not just placed in vibrate or silent mode) and stored out of sight.

For purposes of this policy, "ELECTRONIC AND OR personal communication devices" include computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use

PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school sponsored activities, at the discretion of the bus driver, classroom teacher sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held. If the violation involves potentially illegal activity the confiscated PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, gymnasiums, school nurse's offices/facilities locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.



A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

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### **Title I Parents' Right to Know (K-12)**

#### **Teacher Qualifications**

In accordance with the requirement of Federal law, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the Board will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessional providing services to their child(ren).
- E. In addition, the parents **shall** be provided:
  - 1. information on the level of achievement of their child(ren) on the required State academic assessments.
  - 2. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

The notices and information shall be provided in an understandable and uniform format, and to the extent practicable, in a language the parent(s) understand.