

ST. BERNARD-
ELMWOOD PLACE
JUNIOR-SENIOR
HIGH SCHOOL
2017-2018



STUDENT
HANDBOOK

2017-2018 STUDENT HANDBOOK

Dear Parents,

It is in your student's best interest that we work together in relationship to his/her schooling. Please take time to review this year's student handbook with your son/daughter. After reviewing this handbook, please sign and have your student sign and return this form to school as soon as possible.

Note-By signing, your student also acknowledges the following: I have also read, understand and agree to abide by the terms of the Computer Use Policy, the Electronic Mail Policy and Network Security Policy noted in this handbook. Should I commit any violation or in any way misuse my access to the St. Bernard Elmwood Place School District's computers, computer network, and or Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me as outlined in the applicable Handbook or Code of Conduct.

My student and I have read and reviewed the 2017-2018 St. Bernard Elmwood Place Student Handbook.

Student Name (Please print)

(Last) (First) (Middle)

Grade_____

X _____

Student Signature Date

X _____

Parent/Guardian Signature Date

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ST. BERNARD-ELMWOOD PLACE HIGH SCHOOL
4615 Tower Avenue
St. Bernard, Ohio 45217

Principal: Robert Reynolds	482-7129
Dean of Students: Adam Raby	482-7152
High School Office: Sheila Rapiere	482-7100
Attendance Office: Jen Spears	482-7101
Guidance Counselor: Kelly Wiedmeyer (Grades 7-12)	482-7107
School Psychologist: Jessica Brandon	482-7105
School Fax:	641-4878

Our mission is to provide the opportunities for each student to develop skills, knowledge, and leadership abilities, which will enable him or her to improve and to become a productive member of society, an informed and responsible citizen, and a lifelong learner.

Having **O**nly **P**ositive **E**xpectations

**WE WILL DO “WHATEVER IT TAKES” TO HELP YOU BE
SUCCESSFUL, AND YOU MUST DO “WHATEVER IT TAKES” TO BE
SUCCESSFUL.**

St. Bernard Elmwood Place High School 2017-2018 Calendar

August 14, 2017	Teacher In-service- No School
August 15	First Day of School grades 7-9
August 16	First Day of School grades 10-12
September 4	Labor Day Holiday- No School
September 12	Jr./Sr. High School Picture Day
September 14	Progress Report–First Quarter
September 15	Teacher In-service- No School
September 21	Parent Teacher Conferences 3:30-7:15 p.m.
September 26	Parent Teacher Conferences 3:30-7:30 p.m.
October 13	End of First Quarter
October 16	Conference Release Day- No School
October 23	Picture Re-take Day
November 10	Veterans Day Holiday- No School
November 14	Progress Report – Second Quarter
November 22	Students & Teachers Not in Session- No School
November 23-24	Thanksgiving Recess- No School
December 18	Jr./Sr. HS Exams
December 19	Jr./Sr. HS Exams & Dismissal 12:00 p.m.

December 20	Jr./Sr. HS Exams & Dismissal 12:00 p.m.
December 20	End of Second Quarter
December 21	Teacher In-service- No School
December 22	Winter Recess Begins- No School
January 3, 2018	School Resumes
January 15	Martin Luther King Holiday
February 7	Progress Report – Third Quarter
February 15	Parent Teacher Conferences 3:30-7:15 p.m.
February 16	Teacher In-service- No School
February 19	Presidents’ Day Holiday- No School
February 20	Parent Teacher Conferences 3:30-7:30 p.m.
March 9	End of Third Quarter
March 12	Teachers In-service- No School
March 26	Spring Break Begins- No School
April 2	Conference Release Day- No School
April 3	School Resumes
April 18	Progress Report – Fourth Quarter
May 18	Last Day for Seniors
May 22	Jr./Sr. HS Exams
May 23	Jr./Sr. HS Exams & Dismissal 12:00 p.m.
May 24	Jr./Sr. HS Exams & Dismissal 12:00 p.m.
May 24	Last Day for Students (End of Fourth Quarter)
May 24	Graduation in HS Gymnasium at 7:30 p.m.

Regular Bell Schedules

Monday, Wednesday, and Friday:

T.A. Period	8:00 a.m. – 8:10 a.m.	
1 st Period	8:14 a.m. – 9:02 a.m.	4th bell lunch schedule
2 nd Period	9:06 a.m. – 9:54 a.m.	A Lunch 10:46 – 11:16
3 rd Period	9:58 a.m. – 10:46 a.m.	B Lunch 11:18 – 11:48
4 th Period	10:50 a.m. – 12:20 p.m.	C Lunch 11:50 – 12:20
5 th Period	12:24 p.m. – 1:12 p.m.	
6 th Period	1:16 p.m. – 2:04 p.m.	
7 th Period	2:08 p.m. – 2:58 p.m.	

Tuesday and Thursday: Reverse schedule:

T.A. Period	8:00 a.m. – 8:10 a.m.	
7 th Period	8:14 a.m. – 9:02 a.m.	4th bell lunch schedule
6 th Period	9:06 a.m. – 9:54 a.m.	A Lunch 10:46 – 11:16
5 th Period	9:58 a.m. – 10:46 a.m.	B Lunch 11:18 – 11:48
4 th Period	10:50 a.m. – 12:20 p.m.	C Lunch 11:50 – 12:20
3 rd Period	12:24 p.m. – 1:12 p.m.	
2 nd Period	1:16 p.m. – 2:04 p.m.	
1 st Period	2:08 p.m. – 2:58 p.m.	

Bus Pickup Times

Elmwood Place

6102 Highland Ave. (Church parking Lot)
Highland & Locust-1st driveway
6106 Elmwood Ave. (on park side)
Cedar Street at Cedar Park
5603 Prosser at Driveway

Breakfast Bus

7:20 a.m.
7:22 a.m.
7:15 a.m.
7:17 a.m.
7:19 a.m.

Regular Bus

7:40 a.m.
7:42 a.m.
7:35 a.m.
7:37 a.m.
7:39 a.m.

St. Bernard

4811 Heger Dr.
4608 Heger Dr.
4703 Chalet Dr.
4812 Chalet Dr., Bldg. 9

7:15 a.m.
7:17 a.m.
7:18 a.m.
7:20 a.m.

7:40 a.m.
7:42 a.m.
7:43 a.m.
7:44 a.m.

GRADING SYSTEM

Course Grade Calculation

At the end of each quarter, students will receive letter grades based on their class performance, using Chart A. These letter grades are then converted to a 4-point scale, according to Chart B. Semester grades are determined by totaling the quarter points awarded, doubling them, adding the exam grade from Chart B, dividing the sum by five, and assigning the final grade from Chart C.

Chart A

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
Below 60 = F

Chart B

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

Chart C

3.6 - 4.0 = A
2.6 – 3.5 = B
1.6 – 2.5 = C
0.6 – 1.5 = D
below 0.6 = F

Class Rank Determination

Class rank will be computed and printed at the end of each semester for 9th, 10th, 11th and 12th grade. Class rank will be based on the cumulative grade point average (GPA), calculated from the 1st semester of the 9th grade year.

In determining Valedictorian and Salutatorian (first and second in class), class rank will be calculated at the end of 8 semesters. To be eligible for valedictory or salutatory honors, a student must have been enrolled in St. Bernard-Elmwood Place High School/JVSD for at least 4 semesters, including both semesters of the senior year. Transfer students will receive weighted credit for only those courses that are also offered and weighted at St. Bernard-Elmwood Place High School.

Grade Levels by Credits Earned

Students must earn 21.5 credits to graduate. The minimum number of credits to determine class assignment is listed below:

- 9th Grade- Fewer than 5 credits
- 10th Grade- 5 earned credits
- 11th Grade- 10 earned credits
- 12th Grade- 15 earned credits

Graduation Requirements

In order to receive a diploma, **students must earn the 21.5 credits** required by the St. Bernard-Elmwood Place Board of Education. **Students must also qualify for graduation using 1 of these 3 Pathways to Graduation required by the State of Ohio.**

Required Credits

• English	4 credits
• Mathematics	4 credits
• US History and Government	1 credit (.5 credits each)
• Social Studies	2 credits
• Physical Science & Life Science	2 credits (1 credit each)
• Advanced Science	1 credit
• Health	.5 credits
• PE	.5 credits
• Electives	<u>6.5 credits</u> (including 1 credit of fine art and financial literacy)
Total	21.5 credits

Pathways to Graduation

1. **Ohio State Tests-** Students qualify for graduation who earn a cumulative passing score of 18 points, using 7 end-of-course state tests. To ensure students are well rounded, they must earn a minimum of 4 points in math, 4 points in English and 6 points in science and social studies. The end-of-course exams are:

- English I and English II
- Algebra I and Geometry
- Biology
- American History and American Government

Note-Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

2. **Industry credential and workforce readiness-** Students qualify for graduation who earn 12 points through a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and achieve a

workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

- 3. College and career readiness tests-** Students qualify for graduation who earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take either the ACT or SAT free of charge. The student’s district selection applies to all schools in the district for one school year. Test selection may change from one school year to the next.

Alternative Graduation Pathways for Class of 2018

In the budget that was signed by Gov. Kasich, a member of the class of 2018 who didn’t score the required 18 points will be able to **graduate by meeting any two of these nine requirements:**

- 93 percent attendance senior year
- A 2.5 GPA in at least four full-year senior-year courses
- A senior-year “capstone” project
- 120 hours of senior-year work or community service
- Three credit hours via College Credit Plus
- Passage of an Advanced Placement or International Baccalaureate class and exam
- A “level three” score on each of three components of the WorkKeys test
- Industry credentials totaling at least three points in Ohio’s system
- Receive an Ohio Means Jobs readiness seal.

Also- A second provision would create a graduation pathway for students who complete a four-course career technical training program, and are either proficient on the technical exams, earn 12 points of credentials, or work 250-plus hours with positive evaluations.

Honors Diploma

High school students can gain state recognition for exceeding Ohio’s graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

Students must meet ***all but one*** of the following criteria. Students must meet general graduation requirements to qualify for honors diplomas. The requirements are:

Math	4 units
Science	4 units, including 2 units of advanced science
Social Studies	4 units
World Languages	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	1 unit
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: 27 or higher/SAT 1280 or higher

Honor Rolls

St. Bernard Elmwood Place High School has two quarterly honor rolls, *First Honors* and *Second Honors*. Honor roll status is based on a student's quarterly grade point average (GPA). Quarterly GPA is calculated by taking the letter grade earned in each course for the quarter and assigning one of the following numbers to it: A=4, B=3, C=2, D=1, and F=0. The assigned numbers are averaged, yielding the quarterly GPA.

- *First Honors*: Quarterly GPA greater than or equal to 3.60
- *Second Honors*: Quarterly GPA of at least 3.33 but less than 3.60

Junior National Honor Society (grades 7-9)

Induction into Junior National Honor Society (JNHS) is based on four categories of achievement: scholarship, leadership, character, and service. Students are eligible for consideration for membership in JNHS who meet the scholarship requirement and who have a cumulative grade point average (GPA) of 3.50 or better. Eligible students are encouraged to submit an activity questionnaire to be considered for membership, which is based on scholarship, leadership, character, and service. On this form, students detail ways in which they have been involved in school activities and have served their communities. The names of these student applicants are presented to the faculty for their recommendation. Ultimately, a Faculty Advisory Committee determines the new Honor Society inductees.

Senior National Honor Society (grades 10-12)

Induction into Senior National Honor Society (NHS) is based on four categories of achievement: scholarship, leadership, character, and service. Students are eligible for consideration for membership in NHS who meet the scholarship requirement and who have a cumulative grade point average (GPA) of 3.50 or better. Eligible students are encouraged to submit an activity questionnaire to be considered for membership, which is based on scholarship, leadership, character, and service. On this form, students detail ways in which they have been involved in school activities and have served their communities. The names of these student applicants are presented to the faculty for their recommendation. Ultimately, a Faculty Advisory Committee determines the new Honor Society inductees. Students may meet scholarship requirements and be considered for membership through the first semester of the senior year. Transfer students must be in attendance at St. Bernard-Elmwood Place High School for at least one semester and meet the above criteria to be eligible for membership.

Dropping/Adding a Class

A student may drop a class between the 6th and 10th day of the beginning of the semester, without consequences. After 10 days, the student may drop a class with a "withdrawal fail" (WF), but may not enter another class, unless approved by the principal and processed by the counselor.

This excludes College Credit Plus (CCP) courses. CCP courses can be dropped, without record, between the 1st and 14th day from the start of the college course. After the 15th day, you may be responsible to reimburse St. Bernard Elmwood Place School District for the course.

Any and all requests to drop a course will need to be processed using the drop/add request form to be completed by the student, parent, the teacher from the dropped course, and the teacher for the course being added. Forms can be found in the guidance lobby.

Grade Point Average (GPA) Calculation

GPA is cumulative from the beginning of a student's freshman year. For grades 9-12, all semester course grades will count in the calculation of the student's GPA. Each semester grade is awarded a point value as follows: A=4 pts., B=3 pts., C=2 pts., D=1 pt., F=0 pts. The sum of these point values for all courses is divided by the total number of credits attempted by the student to yield the GPA. GPA's will be rounded to three decimal places.

Any AP, CCP, or honors course taken at St. Bernard-Elmwood Place High School (or taken elsewhere by a transfer student but also offered at St. Bernard-Elmwood Place) in which a grade of "C" or higher is earned will receive a .050 per ½ credit add-on at the completion of the course.

College Credit Plus and Advanced Placement courses

The College Credit Plus Program (CCP) has been established to permit high school students in grades 7 through 12 to earn college and high school graduation credit through the successful completion of college courses. Students must meet preliminary testing requirements to enroll in college credit plus courses. The purpose of the program is to promote rigorous academic pursuits and to provide a wider variety of options for junior and high school students. These options may have advantages and disadvantages for each student. Students must notify the high school by April 1st if they intend to participate in the program during the upcoming summer and school year. Contact the counselor for the full description of the program.

Currently we offer one Advanced Placement (AP) course. Students who earn sufficient scores on AP national examinations may be eligible for transcribed credit or advanced standing at the college or university they attend. Students who sign up for AP courses are expected to take the AP exam at the end of the school year.

GENERAL INFORMATION

Progress Reports

At the mid-point of each quarter, progress reports are mailed home for each student. Parents and students are urged to contact the teacher, counselor, or T.A. with any concerns about mid-term grades.

Homework Assistance/Tutoring

Supervised study and assistance are available to all students Tuesday and Thursday from 3:00 p.m. until 4 p.m. Students are encouraged to attend. Bus transportation is provided for Elmwood Place students.

Book Bags

Students will be permitted to bring book bags to and from school. Book bags must be stored in the student's assigned locker during school hours.

Lost Books or Materials

Students are required to maintain their assigned textbooks. Students may be assessed fines for lost or damaged materials assigned to them throughout the school year. Examples: books, calculators, Chromebooks, handouts, worksheets, packets, workbooks, lockers, etc.

Make-Up Work

Students will be given the same number of days that they have been absent to make up work for the absence. Additional consideration will be given to those students who experience extended illness, pending proper medical documentation.

Release of School Records

"Consent for Records Release" must be signed by the parent or guardian for release of a student's confidential school records.

Withdrawal from School

Parents who wish to withdraw their children from school must sign the proper "Consent for Records Release" form. All information (including new school address, new mailing address and telephone number) should be included. All fees and fines must be paid before records will be released to the parent. No student will be withdrawn from school without the signature of the building principal.

Arrival at School

Students arriving between 7:30 and 7:50 a.m. must report to the cafeteria. The breakfast line will open at 7:40 a.m. If a student has a detention or other business with a teacher before 7:50 a.m., he/she must have a pass from that teacher to enter that area of the building.

Leaving School – Early Dismissal Policy

If it is necessary for a student to leave school, a parent/guardian/designee must bring identification to the attendance office and sign out the student. Written or verbal contact should be made with the attendance office (482-7101) early in the day to insure the student will be ready for an early dismissal. A leave of absence must be secured from the attendance office. **Before a student leaves school property, he/she must report to the high school office to be dismissed.**

School Counseling

A student may make an appointment to see his/her counselor any time for the purpose of discussing concerns, reviewing academic records, planning course selections, or addressing career/vocational needs. Note to student: If you have an emergency, let your school counselor or teacher know so that you may be assisted immediately.

Visitors

Persons other than school employees or pupils entering the St. Bernard-Elmwood Place Schools must report directly to the office for a visitor's pass. **Student visitors who are on vacation, relatives not in school, etc., will not be permitted to attend classes and/or visit at lunch during school hours.** Loitering on school grounds is prohibited. (Ohio Revised Code 2911.21)

School Closings and Delays

The superintendent will decide if school is to be delayed or closed during inclement weather or in the case of other emergencies. The official announcement of school closing or delay will be reported through radio/TV stations or their websites. Listen for information on **St. Bernard-Elmwood Place Schools** at the locations below. PLEASE DO NOT CALL THE SCHOOL.

WCPO TV – Channel 9
WKRC TV – Channel 12
WLWT TV – Channel 5
WXIX TV – Channel 19
WCKY–AM
WEBN–FM

WGRR–FM
WIZF–AM
WLW–AM
WCIN-AM
WSAI–AM
WVXU–FM

Health Provisions

A registered nurse is available in the district. She will secure treatment for an ill or injured student by attempting to make proper parent/guardian contact or by arranging for emergency transportation to the hospital. All students enrolled in the St. Bernard-Elmwood Place City School District must have an Emergency Medical Release completed by a parent/guardian and on file in the nurse's office. Students will not be permitted on school property with certain communicable disease.

School Based Health Center

The St. Bernard-Elmwood Place School-Based Health Center provides assistance to families in caring for their children's physical, dental, and behavioral health. Utilizing the services of a board-certified pediatrician and other health care workers, the program provides care to children at the district's two elementary schools and at the middle-high school. The pediatrician is available for appointments for routine physicals, diagnosis of acute health conditions, monitoring of chronic conditions, evaluation and treatment of minor injuries, immunizations, and other health care. Enrollment in the health center is required for services, except in the case of emergency care. To request information, enrollment, appointments, or services for your child, please call 641-0169.

Telephone Calls

By students: Students will be permitted to use the high school office telephone in case of emergency. NO STUDENT may use a school phone without permission from an administrator, teacher, or office secretary.

From parents: Messages from parents/guardians may be given to the secretary or a staff member for delivery at a convenient time. Students will NOT be called to the telephone or be excused to use the telephone during the school day, unless there is an emergency. Parents should not make these calls routinely.

Cell phones: Personal use of cell phones is prohibited unless permission is granted by a school official.

Student Conduct on School Buses

The St. Bernard-Elmwood Place Board of Education is committed to ensuring the safe and efficient operation of its school buses. Students riding district school buses may have bus riding privileges suspended by the superintendent or other district administrators for a period of time not to exceed 80 days for any violation of the Student Code of Conduct or a violation of the reasonable rules and regulations established by individual school bus drivers. The student is subject to the Student Code of Conduct and bus riding regulations while he or she is riding the bus and when the student is at or near a school bus stop.

Students riding district buses are directly responsible to the bus driver. The driver has authority to enforce established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation services or suspending transportation services to any student.

Before a suspension from bus riding privileges is imposed under this policy, the superintendent or administrator shall provide notice of intent to suspend these privileges to the student and provide the student the opportunity to appear before the superintendent or administrator regarding the reasons for suspending the student's bus riding privileges. The parent of the student shall be notified of the reasons for suspension within one school day of suspension. Students are subject to emergency removal from a school bus in accordance with the provisions of Ohio Revised Code 3313.669.

Cafeteria-Breakfast and Lunch

Students are expected to behave appropriately in the cafeteria, with courtesy and good table manners. In addition, they are expected to keep all food in the cafeteria and to clear their tables before leaving the area. Students are prohibited from areas in which classes are being held during the lunch hour and are to remain in the cafeteria until they have been dismissed.

- A. No coats/book bags are allowed in the food line.
- B. All students go into the food area at the enter door and out at the exit door.
- C. Students are not allowed to take food out of the cafeteria.
- D. Students may not let others into the cafeteria via closed doors.

Closed-Campus Lunch

Lunch off campus is prohibited for students in grades 7 through 12. Students may purchase lunch in the cafeteria or bring lunch from home.

ATTENDANCE POLICY

All students are expected to attend school regularly. They are expected to be at school on time for classes in order to obtain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility that will be necessary for future success. Students who have good attendance generally achieve higher grades, enjoy school more, and eventually, have greater employability.

Ohio law places upon the parent/custodian or other person having charge of any child, the responsibility for assuring the attendance at school of children between five and eighteen years of age: "Every parent, guardian or other person having charge of any child of compulsory school age who is not employed under an age and school certificate must send such child to a school, which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session, which shall not be less than thirty-two weeks per school year. Such attendance must begin within the first week of the school term or within one week of the date at which the child begins to reside in the district or within one week after his/her withdrawal from employment."

(RC 3321.04)

The parent/custodian is required to telephone the school by 9:00 a.m. each day a student is absent. A note must be sent with the child to school upon the child's return, stating exact date(s) of absence(s) and an accurate description of the reason for the absence, including nature of illness, if the child was ill.

If a student is absent and no telephone call has been received from the parent/custodian, the building principal or designee shall attempt to contact the parent/custodian to report the student's absence and to inquire as to why the student is absent. Emergency or work telephone numbers will be called if the parent/custodian cannot be reached at the home telephone. Date and time of parent/custodian contact, or attempts to contact the parent/custodian, will be documented for future reference.

Exam Exemption Policy

Students are required to take all first-semester exams. They must be at school during scheduled exams and complete the exam/project or receive a failing grade. Students may be exempted from second-semester exams in full-year classes at the end of the school year if they meet the following criteria:

- They have missed no more than 8 excused days of school during the entire school year,
- They have no more than 2 tardies for the school year, and
- They have a "B" average or higher at the end of each quarter.
- **Any unexcused absence will disqualify the student from being exempt from their second-semester exam. The principal may impose additional requirements during the school year.**

Dropout Notification

The superintendent or a designee will notify the registrar of motor vehicles and the Hamilton County Juvenile Judge if a student of compulsory school age has withdrawn from school. This notification must be made within two weeks of the student's withdrawal. Such notification is not necessary if a student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.

House Bill 410 Habitual and Chronic Truancy

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts can often directly impact their students' attendance. By using data to identify and assist students who may need extra supports and services, districts can target supports to get students to school every day.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes take effect. Schools cannot suspend or expel students for missing too much school. Districts will amend or adopt policies that outline

their interventions and plans for students who miss too much school. A district or school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance. The legislation highlights the importance of parental engagement and accountability as part of a student's absence intervention plan.

Highlights of HB 410:

1. Truancy is decriminalized, with chronic truancy removed from the law.
2. Definition of 'habitual truant' changed from days to hours. The new definition is:
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one month without a legitimate excuse; or
 - c. Absent 72 or more hours in one year without a legitimate excuse.
3. Includes 'excessive absences':
 - a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse.
4. Requires updates to district policies, such as removing 'excessive absences' from zero tolerance policies and committing to preventative approaches to truancy rather than suspensions or expulsions.
5. The creation of an absence intervention team to develop absence intervention plans for students who are habitually truant.

HB 410 also requires the State Board of Education to adopt by July 5, 2017, a model "zero tolerance" policy for violent, disruptive or inappropriate behaviors, including excessive absences. The policy must stress preventative strategies and alternatives to suspension and expulsion and assist districts with amending or creating district policies. The Ohio Department of Education will develop guidance, resources and training materials to assist with the implementation of the new requirements by Oct. 3, 2017.

Excused Absences

Absences will be excused for:

- A. Personal illness
- B. Unavoidable medical, dental appointment
- C. Death in the family
- D. Illness in the family
- E. Unavoidable business appointment
- F. Religious obligations, if permission is granted in advance of absence
- G. College visit, if permission is granted by arrangement through the counselor at least one week in advance of absence

Most absences are considered excused if the parent/custodian has explained the absence to the satisfaction of the administration. Excessive absence will not be tolerated. 'Excessive absences' include:

- a. Absent 38 or more hours in one school month with or without documented medical cause or other good reason.
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

If 'excessive absence' occurs, the following will proceed:

- a. A letter from the school may be sent to the student's place of residence, requiring a doctor's statement for any additional absences. If a doctor's note is not presented, the absence will be listed as unexcused.
- b. Additional unexcused or unexcused absences may result in a referral to the Hamilton County Juvenile Court.

Unexcused Absence/Habitual Truancy

"Habitual truant" describes any child of compulsory school age who is absent without legitimate excuse from the public school that child is supposed to attend for a period of. 'Habitual absences' include:

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

After adjudication in the court system for habitual truancy, subsequent offenses are delinquency offenses.

Violation of Court Order (VCO) Truancy

VCO truancy may be charged when a juvenile has a prior adjudication with the Court for unruliness or other delinquency offense. There are no minimum days of absence/tardiness required before filing a VCO truancy complaint.

Truancy to Class

Failure to attend class may result in the following actions:

- Truancy 1: Wednesday School
- Truancy 2: Wednesday School
- Truancy 3: Parent conference must be held with an administrator.
- Truancy 4: Referral to Hamilton County Juvenile Court/suspension.

Tardiness to School/Tardiness or Absence due to Leaves of Absence

Students will be considered tardy to school when arriving after the tardy bell but prior to 2nd bell. The following will be considered 1/2 day absence:

- Arrival after 2nd bell but prior to 5th bell
- Dismissal prior to 6th bell
- Missing more than 2 bells in one school day but attending at least 2 bells

Anyone participating in extra-curricular activities may not miss more than two (2) bells of school on the day of the scheduled activity in order to participate. Exceptions may be appealed to the principal or designee.

Unexcused tardiness to school may result in the following actions:

(Note: Tardiness due to non-school-provided transportation is unexcused.)

- Tardy 1: Verbal Warning
- Tardy 2: Verbal Warning/ Letter Sent Home
- Tardy 3: Detention/ Wednesday School
- Tardy 4: Detention/Wednesday School
- Tardy 5: Alternative School Assignment (ASA)
- Tardy 6: Parent conference required with administrator
- Tardy 7: Possible suspension from school

Tardiness to Class

Unexcused tardiness to any class (tardiness created by reasons other than delay by a teacher or school-sanctioned activity) may result in the following actions:

- Tardy 1: Verbal warning by teacher
- Tardy 2: Detention with teacher and phone call to parent from teacher
- Tardy 3: Detention/Wednesday School
- Tardy 4: Detention/Wednesday School
- Tardy 5: Parent conference required with administrator
- Tardy 6: Possible suspension from school

OHSAA Transfer By-laws for Grades 9-12

The Ohio High School Athletic Association (OHSAA) eligibility rules permit a student to attend any member high school in the state that accepts the student beginning in grade 9. If a student transfers at any time after the **fifth day** of the student's ninth grade year, or after having established eligibility by playing in a contest (scrimmage, preview/jamboree, foundation game, or regular season/tournament contests), then until the one year anniversary of the date of enrollment in the school to which the student transferred, the student shall be ineligible for all contests (including all scrimmages, previews, jamborees, foundation games) until **after** the first 50% of the maximum allowable regular season contests in those sports in which the student participated during the twelve months immediately preceding the transfer **have been completed**. The full text of this transfer bylaw 4-7-2 and a reprint of this bulletin can be found on the OHSAA web site at www.ohsaa.org.

2017-2018 STUDENT HANDBOOK BOARD OF EDUCATION POLICY SECTION

STUDENT CODE OF CONDUCT

Students are expected to conduct themselves in conformity with all school regulations and accept direction and instruction from school personnel. A student who fails to follow the established rules and regulations of the school, as set forth in the Student Code of Conduct, or with any reasonable request made by school personnel, shall be subject to discipline measures deemed appropriate by administration and staff.

In addition to the aforementioned requirements, the Board of Education has a policy of zero tolerance for violent, disruptive, or inappropriate behavior from any student. Any student who engages in violent, disruptive or inappropriate behavior shall be subject to disciplinary procedures.

Violent behavior shall be defined as any behavior or act by a student, which causes, or has the potential to cause, physical injury to any other person. Disruptive behavior shall be defined as any behavior by a student that causes a disruption in the good working order and educational mission of the school or any school activity. Inappropriate behavior shall be defined as any behavior by a student which, at the sole discretion of the appropriate school official, is not conducive to the creation, maintenance, or fostering of an academic atmosphere.

The superintendent or his/her designee shall formulate and establish strategies to prevent violent, disruptive, or inappropriate behavior by students. These strategies shall be specifically addressed to the prevention of prohibited behavior and shall include a program of intervention by the school district's personnel to prevent repeated prohibited acts.

This policy of student conduct applies to a student who is in the custody or control of the school, on school grounds, or closely proximate thereto, at a school-sponsored function or activity (i.e., school dances, athletic events, etc.) or on a school-owned or provided transportation vehicle. In addition, the policy of student conduct governs student activity always, on or off school property, when such student conduct is related to the health, safety, and welfare of other students, or when such conduct would unreasonably disrupt the educational processes of the St. Bernard-Elmwood Place City Schools.

At the beginning of each school year, or upon entry during the year, students shall receive a copy of the Student Code of Conduct, setting forth the rules and regulations to which they are subject while enrolled in school or while taking part in a school-sponsored activity or function. The administration shall make all students aware of the Student Code of Conduct and will subject all students to discipline pursuant to the procedures specified in it.

Prohibited conduct includes, **but is not limited to**, the following:

1. damage or destruction of school property;
2. damage or destruction of private property;
3. assault of any person;
4. possession or use of dangerous weapons;
5. fighting;
6. contributing to a fight or an assault;
7. chronic misbehavior which disrupts or interferes with the educational process;
8. failure to obey a reasonable request by school personnel;
9. leaving school during school hours without permission of a proper school official;
10. presence in areas during school hours or outside school hours without permission of school authorities;
11. disruption of class or school activities;
12. distribution of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authorities;
13. placing of signs and slogans on school property without the permission of the proper school authorities;
14. disrespect directed at school personnel;
15. refusal to accept properly administered discipline;
16. refusal to serve detention or Wednesday School;
17. falsification of information to school authorities;
18. forgery or alteration of school-related documents;
19. no student shall sell, distribute, possess or be under the influence of narcotics, alcoholic beverages, dangerous drugs, look-alike drugs or drug paraphernalia;
20. no student shall smoke, use, or possess electronic cigarettes or any substance containing tobacco, including, but not limited to cigarettes, cigars, pipes, clove cigarettes, chewing tobacco, or tobacco in any form;
21. activating false fire, tornado, bomb or disaster alarms;
22. extortion of a student or school personnel;
23. truancy;
24. cheating or plagiarizing;
25. harassment of students or school personnel;
26. gambling;
27. habitual tardiness;
28. violation of the dress code;
29. engaging in sexual acts;
30. publication of obscene, pornographic, or libelous materials;
31. obscene gestures, cursing, or the use of indecent or obscene language in oral or written form;
32. verbal abuse of student, teacher, administrator or school employee;
33. indecent exposure;
34. arson;
35. failure to abide by rules and regulations set forth by administration for student parking;
36. failure to obey driving regulations;
37. presence on school property with a communicable disease;
38. willfully aiding another person to violate school regulations;

39. any type of prohibited activity listed herein which takes place on a school bus shall be reason for expulsion, suspension or removal;
40. commission of any crime in violation of Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code;
41. use of electronic devices such as televisions, radios, tape recorders, tape players (with headphones), pagers, cell phones and cameras, unless written permission is granted by a teacher and/or administrator;
42. any activity of which a pupil has reasonable knowledge will disrupt the academic process or a curricular or extracurricular activity;
43. sexual harassment of students or school personnel;
44. any unauthorized action which changes or disrupts a computing system;
45. theft or possession of stolen goods.

Violation of one or more of these prohibitions may result in penalties, which include parent/guardian conference, detention, Wednesday School, emergency removal, suspension, or expulsion.

Use of Tobacco

Students are prohibited from possessing or using tobacco products and/or electronic cigarettes. Students who possess or use tobacco and/or electronic cigarettes, or are in possession of tobacco-related products, including lighters and/or matches, will be subject to the following penalties:

1. First Offense: Up to a three-day suspension.
2. Second Offense: Up to a five-day suspension.
3. Third Offense: Up to a ten-day suspension/recommendation for expulsion

Assault/Fighting

1. First Offense: Up to five-day suspension; may be arrested and charged with disorderly conduct and/or assault
2. Second Offense: Up to ten-day suspension, with a recommendation for expulsion from school; may be arrested and charged with disorderly conduct and/or assault.

Unauthorized Use of Electronic Devices

1. First Offense: Confiscation of device until returned to student at the end of the day.
2. Second Offense: Confiscation of device and release to parent upon parent request.
3. Third Offense: Confiscation of device for remainder of year.

Locker/Storage Searches

Pursuant to Section 3313.20 ©, Revised Code, the Board of Education has adopted the following policies:

1. Any principal/designee in this school district may search any pupil's locker/storage area and the contents thereof if the principal reasonably suspects that the locker/storage area or contents contain evidence of a pupil's violation of a criminal statute or of a school rule.
2. The Board hereby declares that locker/storage areas are the property of the Board of Education, and these locker/storage areas and the contents thereof are subject to random search at any time without regard to whether there is reasonable suspicion that any locker/ storage area or its contents contain evidence of a violation of a criminal statute or school rule.
3. The principal and/or his/her designee of any school may search at any time the locker/storage area and contents thereof of any pupil if an emergency situation exists, or appears to exist, that immediately threatens the health or safety of any person or threatens to damage or destroy any property under the control of the Board and if a search of lockers/storage areas and contents thereof is reasonable and necessary to avert the threat or apparent threat.

Suspension

1. The superintendent or principal may suspend a student for up to ten (10) school days.
2. Written notice of suspension will be mailed to the student and parent/guardian indicating reasons for suspension.
3. The student will be informed of his/her opportunity to appear before the principal or superintendent to challenge the reason(s) for the suspension or otherwise to explain his/her actions.

Expulsion

1. The superintendent may expel a student for up to eighty (80) school days.
2. Written notice of the intention to expel will be mailed to both the student and the parent/guardian. This notice will include the reasons for the intended expulsion.
3. The notice will state the time and place to appear for further explanation of the expulsion actions. The time so stated will be within a period of three (3) to five (5) days after the notice of expulsion is given. Neither the student nor the parent/guardian is required to appear.
4. If the pupil is expelled after the hearing, the administrator will notify the pupil's parent/guardian and the treasurer of the Board of Education within twenty-four (24) hours. This notice shall include:
 - a. the reasons for expulsion;
 - b. the right of the pupil or parent/guardian to appeal said expulsion to the Board of Education or its designee;
 - c. the right of the student/parent to be represented at the appeal before the

- Board of Education or its designee; and
- d. the right of the student/parent to request that a hearing before the Board of Education or its designee be in executive session.
 5. A verbatim record shall be kept of the hearing before the Board of Education or its designee.
 6. The procedure used in the expulsion of handicapped pupils shall be consistent with state and federal laws.
 7. Students who are expelled will be withdrawn; parents must re-enroll students in school when students return from an expulsion.

Emergency Removal

If a student's presence poses a continuing danger to persons, property or self, or poses an ongoing threat of disrupting the academic process, the superintendent, building administrators or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held within three (3) school days after the removal is ordered. Written notice of the hearing, the reason for removal, and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the building administrator and superintendent/designee and has the right to challenge the reasons for the removal or otherwise to explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one (1) school day of the decision to suspend, written notification is given to the parent(s) of the student and treasurer of the Board. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the superintendent or designee.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of, either by reinstatement, suspension or expulsion. Emergency removal time is counted toward the suspension or expulsion.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

Guidelines and Rules for Wednesday School

1. Wednesday School will be supervised by a board-approved individual.
2. Students are not permitted to use the telephone or to go to their lockers; it is the responsibility of the student to bring all necessary materials to Wednesday School.
3. Students must use the time to study, read or work on school assignments.
4. Students may not leave their seats or talk to other students.
5. Restroom privileges will be given at the discretion of the supervisor.
6. No radios, cards, or other recreational articles will be allowed in the room.
7. Students will not be allowed to put their heads down or sleep.
8. No food or beverages will be brought to Wednesday School.

9. Students tardy to Wednesday School will not be admitted, and Wednesday School will not be reassigned; any students failing to attend Wednesday School will be assigned in-school suspension.
10. In case of illness on the day of assigned session, parent/guardian must call the school before 9:00 a.m. to report the illness; the student will be reassigned to a subsequent Wednesday School date.
11. The Wednesday School assignment may occur independently or in conjunction with other disciplinary measures. Students will not be exempted from Wednesday School in order to meet employment responsibilities or extra-curricular activities.

Guidelines and Rules for In-School Suspension (ASA)

1. ASA will be supervised by a board-approved individual.
2. It is the responsibility of the student to bring all necessary materials to ASA.
3. Students will not be permitted to use the telephone or to go to their lockers.
4. Students must use the time in ASA to study, read, or work on school assignments.
5. Students may not leave their seats or talk to other students.
6. Restroom privileges will be given at the discretion of the ASA supervisor.
7. Students will not be permitted to put their heads down or sleep.
8. No food or beverages are to be brought into the ASA room.
9. If a student is removed from ASA due to disciplinary reasons, he/she will be sent home and will be required to re-serve that day of ASA; students will not be permitted to report to regular classes until ASA is completed.

Classroom and Study Hall Rules and Regulations

1. Students must be in their assigned seats and quiet when the class begins.
2. Students must have all necessary supplies with them when arriving to class, including pen, pencil, paper, notebooks and books.
3. Students are required to have ample work with them at all times and to work the entire bell.
4. Sleeping during class/study hall will not be tolerated.
5. Eating and/or drinking during class/study hall will not be allowed.
6. Talking will not be permitted, unless permission is granted by the supervisor.
7. Students planning to work with another teacher during study hall must have a signed pass from that teacher before entering the room; students will not be permitted to leave class to get a pass from a teacher during study hall.
8. Appropriate disciplinary measures will be assigned if rules are not followed.

Computer Use Policy

The St. Bernard-Elmwood Place City School District is responsible for securing its network and computing system to a reasonable and economically feasible degree against unauthorized access and/or abuse, while making it accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action in the form of temporary revocation of user accounts, regardless of the success or failure of the attempt.

Permanent revocations can result from disciplinary actions taken by the building principal upon investigation into network abuse.

The users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, the St. Bernard-Elmwood Place City School District will fully comply with the authorities to provide any information necessary for the litigation process.

Once a user receives a user ID to be used to access the network and computer systems on that network, he/she is solely responsible for all actions taken while using that user ID. Therefore:

1. Applying for a user ID under false pretenses is prohibited.
2. Sharing a user ID with any other person is prohibited; in the event that you do share your user ID with another person, you will be solely responsible for any inappropriate actions by that person.
3. Deletion, examination, copying, or modification of files and/or data belonging to other users, without their prior consent, is prohibited.
4. Attempts to evade or change resource quotas are prohibited.
5. Continued impedance of other users through mass consumption of system resources, after a receipt of a request to cease such activity, is prohibited.
6. Use of facilities and/or services for commercial purposes is prohibited.
7. Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it; to malfunction is a violation, regardless of system location or time duration.

Electronic Mail Policy

When sending electronic mail, the user's name and user ID are included in each mail message. Each student is responsible for all electronic mail originating from his/her user ID. Therefore:

1. Forgery (or attempted forgery) of electronic mail messages is prohibited.
2. Attempts to read, delete, copy or modify the electronic mail of other users are prohibited.
3. Attempts at sending harassing, obscene, and/or other threatening E-mail to another user are prohibited.
4. Attempts at sending unsolicited junk mail, "for profit" messages, or chain letters are prohibited.

Network Security

As a user of the network, a student may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

1. Use of systems and/or networks in the attempt to gain unauthorized access to remote systems is prohibited.
2. Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote system/local system, is prohibited.

3. Decryption of system or user passwords is prohibited.
4. The copying of system files is prohibited.
5. The copying of copyrighted materials, such as third party software, without the express written permission of the owner or the proper license, is prohibited.
6. Intentional attempts to “crash” network systems or programs are prohibited.
7. Any attempt to secure a higher level of privilege on network systems is prohibited.
8. The willful introduction of computer “viruses” or other disruptive/ destructive programs into the organization network or into external networks is prohibited.

Student Uniform Policy

All St. Bernard-Elmwood Place students must dress in compliance with the St. Bernard-Elmwood Place Student Uniform Policy.

Students shall dress in such a manner that clothing or appearance is not a source of distraction and does not endanger their safety, health, or physical well-being, or that of others. Students should be well-groomed, clean, and neat, and dressed in a manner conducive to learning. Final interpretations of appropriate dress and grooming will reside with the building principal.

Shorts are permitted FOR ELEMENTARY STUDENTS ONLY from the first day of school through September 30th, and again, from May 1st through the last day of school. **SHORTS ARE NOT PERMITTED AT ANY TIME FOR STUDENTS IN GRADES 7-12.**

The school uniform policy prescribes the following:

1. Slacks and Skirts

- Must be solid colors.
- Skirts must be of reasonable length so as not to be considered a distraction.
- Jeans are not permitted, except on out-of-uniform days
- Sweat pants and other athletic wear are not permitted unless they are Titan spirit wear.
- Yoga pants are not permitted.

2. Shirts, Sweatshirts, Sweater Vests, and Sweaters

- Shirts must have a collar.
- Sweatshirts/hoodies are acceptable with collared shirt underneath; hoods must remain down.
- Any artwork (logo, insignia, emblem, etc.) must not include inappropriate content as described below.

3. No clothing or tattoos may bear insignia that are:

- Indecent or obscene
- Suggestive of violence, including gang identification

- Threatening or demeaning
 - Promote alcohol, tobacco or drugs
 - Likely to interfere with the educational process
4. Any jewelry that poses a risk to the student or others is not permitted.
 5. Articles of clothing meant to be worn outdoors rather than indoors, with the exception of sweatshirts/hoodies, may not be worn during the school day and should be kept in the students' lockers or assigned areas.
 6. Hats, head coverings, headgear, scarves, headbands, bandanas, pins, gloves, mittens, and/or sunglasses are not to be worn; medical and religious exceptions will be made. Heavy chains, studded bracelets, dog collars, and other articles, which may be judged to be potentially dangerous to the students and/or could be used as weapons, will not be permitted.
 7. Book bags, backpacks, and large utility bags will not be allowed in classrooms and must be kept in school-provided lockers or in areas designated by the principal or other staff members.
 8. The final interpretation of appropriate dress, grooming, and uniform standards rests with the building administrator.

Student Chemical Use

Chemical dependency is a progressive and treatable illness in which there is an overwhelming urge to use chemicals (alcohol/drugs) regardless of the consequences and/or adverse effects on one's health. The school has the responsibility to advise parents and guardians of instances when chemical use by a student is witnessed because of the adverse effect that abuse has on the individual, the family, the school environment, the educational process, and the community.

Furthermore, the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The unlawful possession, use or distribution of illicit drugs and alcohol by students is prohibited on school premises and/or at school-related functions, regardless of location. This includes over-the-counter drugs (aspirin, Tylenol, etc.). Disciplinary sanctions, consistent with local, state, and federal law, up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct.

In case of suspected chemical use by a student, a staff member immediately informs the student of the observed violation, then obtains the name of the student and asks the student to accompany him/her to the office. Whether the condition of the student or other circumstances make it inadvisable to bring the student to the office, confiscate the chemical, or simply obtain the name of the student, the staff member will report incident details immediately to a building administrator.

The administrator will inform the student's parents, conduct a hearing, suspend the student for up to ten days, recommend the student's expulsion, and notify the Chemical Intervention Team and the police about the incident. A member of the team will conduct an assessment interview with the student and his/her parents and will make a recommendation for an educational/assessment program, if deemed necessary. The Chemical Intervention Team will maintain a progress record and will inform all of those concerned regarding the student's progress.

If any student is in need of assessment, the family will be given information about community facilities available. While the student is in treatment, the district will provide assignments as requested by the treatment facility. Follow-up programs are offered through appropriate agencies.

Intervention Procedures

A staff member may become aware of students whose behavior indicates harmful involvement with alcohol/drugs. The staff member will contact the Chemical Intervention Team, which gathers factual information about the student's behavior from teachers, counselors, nurse, school psychologist, and administrators. The Chemical Intervention Team will decide on a course of action; a representative of the team will share concerns with the student, and a parent conference will be held. In the event of a parent conference, the parents and the Chemical Intervention Team will decide whether to proceed with interventions. If no intervention is necessary, the student is presented with specific factual information about his/her behavior. The action or referral previously determined in the parent conference is explained to the student.

Follow-up treatment is a vital part of recovery and will be provided by a member of the Chemical Intervention Team. Chemical Intervention Team members will inform administrators of recommendations, maintain a progress report for the student, and periodically review the student's progress with those involved.

Chemical Overdose

In case of a suspected chemical overdose by a student, the school nurse and building principal are notified immediately. Emergency medical procedures are administered and, if necessary, the paramedics are called. A copy of the emergency medical form will be made available to those administering care, and the parent/guardian will be contacted immediately. In the event that the parent/guardian cannot be reached, school officials will refer to the emergency medical authorization for emergency contact information. If deemed necessary, the student will be transferred to the hospital for further care. Following the handling of the medical emergency, the rules and regulations regarding student chemical use will be imposed.

POLICY ON SEXUAL HARASSMENT

Sexual Harassment

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as

to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

Definition of Sexual Harassment Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

The Grievance Officer: The Board directs the Superintendent to appoint one or more sexual harassment grievance officers who are vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks.

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

The Board has developed complaint procedures, which are made available to every member of the school community. The Board has also identified disciplinary penalties, which could be imposed on the offenders.

[Adoption date: December 17, 2001]

[Re-adoption date: December 14, 2009]

[Re-adoption date:]

REPORTING PROCEDURE

Informal Resolution

The Board encourages individuals who believe they are being harassed to clearly and promptly notify the offender that the behavior is unwelcome. If the individual does not wish to approach the offender directly, or if the notice does not end the harassment, then the individual should immediately notify the building principal or the assistant principal. This informal procedure is not required.

Formal Procedure

If an employee or a student believes that he/she has been subjected to sexual harassment, he/she should report the incident immediately to the building principal, (hereafter the “compliance officer”). If for any reason the individual cannot, or chooses not to, notify the sexual harassment compliance officer, then the individual may notify the superintendent of the alleged harassment. At the request of the employee or student, a person of the same sex may be designated as the acting compliance officer.

Any complaint of sexual harassment shall be reduced to writing by either the reporting individual or the individual receiving the complaint in order to ensure an accurate record of the behavior. This written report shall remain confidential to the extent permitted by law. Prompt reporting of complaints is encouraged and necessary, as it permits for a timely response and resolution of the complaint.

Upon receiving complaint of sexual harassment, the compliance officer or the superintendent shall promptly begin an investigation into the facts and circumstances of the complaint. The compliance officer or superintendent may contact legal counsel for guidance or aid in the investigation, or may direct legal counsel to conduct the investigation. Confidentiality will be maintained throughout the investigative process to the extent practical and appropriate under the circumstances.

Upon receipt of a complaint or other specific information regarding possible sexual harassment, the person responsible for investigation shall:

1. Promptly and confidentially investigate the incident(s) and surrounding circumstances by talking to, and obtaining signed statements from, witnesses, or

- other persons having information. This should be done before contacting the alleged offender. If there is substance to the allegation, the investigation may be more productive if witness information is gathered before the alleged offender knows the investigation is underway.
2. After conducting the first interviews with witnesses, the investigator shall advise the alleged offender of the complaint, even if the allegations have already been disproved. If the problem is a misunderstanding, future incidents can be prevented. On the other hand, if the allegations are true, they may be admitted by the offender, with or without statements of justification or mitigation.
 3. If the allegation is not proven or admitted during Steps 1 and 2 above, the investigator shall conduct further investigation until he/she has made a determination or it becomes apparent that further investigation is unlikely to lead to a reliable conclusion.
 4. Throughout the investigation, a conscious effort must be made to judge the credibility of the information received. In particular, any circumstances which could lead to the complainant or witnesses giving false or substantially biased information must be identified, investigated or considered.
 5. If the investigation confirms that a serious incident has occurred, or a pattern of behavior constituting sexual harassment may have been established, the investigator shall report his findings to the superintendent in writing, with a recommendation for disciplinary action or other remedial measures. If the investigation either exonerates the alleged offender or is inconclusive, the investigator shall report those findings in writing to the superintendent.
 6. After the investigation of a complaint is concluded, the superintendent shall advise the complainant and alleged offender of the conclusions reached and any action taken.

DISCIPLINE

Any employee or student found to have engaged in sexual harassment shall be disciplined. Appropriate sanctions may include, but are not limited to, oral or written reprimand, referral to counseling, reassignment, suspension without pay, or termination of employment. Students shall be subject to discipline under the Student Code of Conduct.

However, if the investigation reveals that the individual making the complaint has falsely and willfully accused an employee or student of sexual harassment, the complaining individual shall be subject to discipline, including but not limited to, oral or written reprimand, suspension, termination of employment, and/or discipline under the Student Code of Conduct.

PROTECTION AGAINST RETALIATION

The Board shall not retaliate against any individual who makes a valid report of sexual harassment nor permit any employee or student to do so. Any retaliation experienced by the reporting individual should be reported immediately to the compliance officer or the superintendent. Any employee or student found to have

retaliated against an individual reporting sexual harassment shall be subject to the appropriate disciplinary measures, including, but not limited to, written or oral reprimand, referral to counseling, suspension, termination, and/or discipline under the Student Code of Conduct.

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