



CLASSROOM PROGRAMS STUDENT HANDBOOK 2019 - 2020 School Year

Leadership ★ Accountability ★ Service

Revised August, 2019

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MD/ED PROGRAM, STAFF AND CONTACT INFORMATION

MD/ED Supervisor:

Brent Short (937) 456-1422 x303 Preble County ESC Alternative School
201 East St. Clair Street
Eaton, Ohio 45320
brent.short@preblecountyesc.org

Transportation Director:

Genene Lunsford (937) 456-1422 x304 201 East St. Clair Street
Eaton, Ohio 45320
genene.lunsford@preblecountyesc.org

School Counselor:

Brent Krumdiack (937) 456-1422 x305 201 East St. Clair Street
Eaton, Ohio 45320
brent.krumdiack@preblecountyesc.org

MD Teachers:

Janel Speelman- Elem. (937) 456-1422 x314 201 East St. Clair Street
Eaton, Ohio 45320
janel.speelman@preblecountyesc.org

Jodie Garringer- MS (937) 456-1422 x402 Twin Valley South Middle School
100 Education Drive
West Alexandria, Ohio 45381
jodie.garringer@preblecountyesc.org

Stephanie Barnes - HS (937) 456-1422 x401 Twin Valley South High School
100 Education Drive
West Alexandria, Ohio 45381
stephanie.hoff@preblecountyesc.org

Sarah Jenkins- HS (937) 456-1422 x903 Tri- County North High School
500 N. Commerce Street
Lewisburg, Ohio 453387
sarah.jenkins@preblecountyesc.org

ED Teachers:

Rodney Nealeigh- Elem. (937) 456-1422 x306 201 East St. Clair Street
Eaton, Ohio 45320
rodney.nealeigh@preblecountyesc.org

Dawn Crandall-MS/HS (937) 456-1422 x307 201 East St. Clair Street
Eaton, Ohio 45320
dawn.crandall@preblecountyesc.org

Brett Slone- HS (937) 456-1422 x309 201 East St. Clair Street
Eaton, Ohio 45320
brett.slone@preblecountyesc.org

Katerine Mobley-MS (937) 456-1422 x308 201 East St. Clair Street
Eaton, Ohio 45320
katerine.mobley@preblecountyesc.org

INTRODUCTION

Welcome to the alternative classroom programs facilitated through the Preble County Educational Service Center (ESC). The Preble County ESC, in conjunction with the local and city school districts of Preble County, developed these programs in response to specific needs that students have in order to be successful in school. We take pride in the fact that our staff of professionals work to accommodate the varied needs of our students by developing a well-rounded educational program of academic learning and social-skill building opportunities.

The ESC Governing Board believes that each student is a unique individual, coming to us with varying aspirations, abilities, interests, and needs. The purpose of our educational community is to engender student achievement and progress in basic skills, in the ability to think independently and critically, and in the development of self-esteem and creativity. We believe that the schools, working cooperatively and continuously with the home and community, are entrusted with the responsibility for the growth of every student into a well adjusted, contributing member of society.

The Preble County ESC, as a responsible community leader, delivers quality, innovative educational support services for, and in partnership with its multiple stakeholders.

STUDENT HEALTH SERVICES AND REQUIREMENTS

The Preble County Educational Service Center Governing Board recognizes the responsibility of the schools to help protect the health of students. Student wellness is an integral part of comprehensive school improvement, assisting all students to increase learning, achievement and performance. Student wellness services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well being. The ESC's comprehensive school improvement plan, needs and resources determine the linkages between school, home, and community service providers.

Of necessity, student wellness services must be limited to the prevention and detection of health problems, referral of problems through parents to the family physicians or community health agencies and emergency care.

STUDENT ATTENDANCE

Attendance is an important factor in successful schoolwork. It is in the best interest of each student to maintain regular school attendance. Ohio school law requires school attendance of every person between the ages of 6 and 18 years of age during each school day. The parents or other persons having care of a child of compulsory school age are responsible for that child's school attendance. This responsibility is satisfied by attendance at either a school or a special education program which meets the minimum standards prescribed by the State Board of Education. School attendance

must begin within the first week of the school term. Children moving into the school district must begin school attendance within one (1) week after they begin to reside in the district.

PREBLE COUNTY ATTENDANCE POLICY

DEFINITION

As part of HB 410, effective at the start of the 2019-2020 school year, *Chronic truant* will no longer be used. *Habitual truant* refers to a child of compulsory school age (6-18) who is absent from school without legitimate excuse for the following number of hours (RC 2151.011):

- 30 or more consecutive hours or
- 42 or more hours in one school month or
- 72 or more hours in a school year

EXCUSED ABSENCES

Students must be in school unless the absence has been excused for one of the reasons listed below. Parents are to notify the school before school begins on the day of the absence, to explain the nature of their child's absence from school. **You can report your child's absence by calling the secretary at (937) 456-1422. Each absence MUST be followed with a note upon the child's return to school. The note needs to be given to the building secretary stationed in the office. If a note has not been received within two days of returning from absence, the absence will stand as unexcused.** If you must leave school during the day, you must have permission from the principal's office to sign out. All students are expected to make up class work missed during an absence.

LEGAL REASON FOR ABSENCES

1. Illness – The principal or designee may require the verification of the illness from a physician if deemed necessary.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's faith.
5. Required court appearance or subpoena by law enforcement agency.
6. Scheduled doctor or dentist appointments.
7. Vacation – A note must be sent per district policy for approval at least one week prior to the vacation.

ATTENDANCE NOTIFICATION

Requires the District to notify the County Attendance Officer in the event the student is absent *with or without* legitimate excuse for 38 or more hours in one school month or 65 hours in a school year. The County Attendance Officer will also notify a student's

parent, guardian, or custodian regarding the absences.

Requires a school district or school to (1) make at least three meaningful, good faith attempts to secure participation of the student's parent within a specified time period and (2) investigate whether failure to respond to those attempts triggers mandatory reporting to child protective services.

With specified exceptions, requires a complaint to be filed in juvenile court against a student (and against any person who fails to cause the child's attendance at school) on the 61st day after the implementation of an absence intervention plan, provided that the school district made meaningful attempts to re-engage the student and the student refused to participate or failed to make satisfactory progress.

Triggering Instances	Steps to be taken
<p>Student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year.</p>	<ul style="list-style-type: none"> ● District or school's new policy must include developing a truancy intervention plan for any student who meets this absence trigger. ● District or school must provide written notice to the parent, within seven days of the triggering absence. ● District or school may utilize any other intervention strategies contained in the new policy.
<p>Student is absent (unexcused) for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year.</p>	<ul style="list-style-type: none"> ● District or school must assign the student to an absence intervention team within seven days of the triggering absence. ● District or school must make three meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to participate warrants a report to child protective services. ● Within 14 days of assignment of a team, the team must develop an absence intervention plan. ● Within seven days of the plan's development, the district or school must provide written notice of that plan to the parent. ● District or school may contact the court about informal enrollment of the child in an alternative to adjudication.

<p>Student refuses to participate or fails to make satisfactory progress on absence intervention plan.</p>	<ul style="list-style-type: none"> ● Attendance officer must file a complaint in the juvenile court not later than 61 days after plan implementation.
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Absence intervention team

Within ten days after the absences of a student surpass the threshold for an habitual truant, the act requires a school principal or chief administrator or the district superintendent to assign the student to an absence intervention team. Within 14 school days after the assignment, the team must develop an intervention plan for that student in an effort to reduce or eliminate further absences.

Members of the Absence Intervention Team

Membership of each team may vary based on the needs of each individual student, but must include:

- A representative from the child's school district or school
- Another representative from the child's school district or school who knows the child, and
- The child's parent (or parent's designee), or the child's guardian, custodian, guardian ad litem, or temporary custodian.
- The team also may include a school psychologist, counselor, or social worker, or a representative of a public or nonprofit agency designed to assist students and families in reducing absences.

TARDY TO SCHOOL

- If a student is not in school when school begins at 8:00 am, he/she will be considered tardy. If a student is tardy to school, he/she must report to the office for a pass to class. Students may have two unexcused tardies to school/class before a consequence is assigned.

After a student has accumulated 90 minutes of tardiness to school, additional time above that 90 minutes will count towards that student's truancy.

EIGHTEEN-YEAR-OLDS

Any student who is 18 years old has the same rights and responsibilities that his/her parents would have as related to school attendance. In the case of absences it becomes the obligation of the 18-year-old student to see that the school is notified. This notification should occur before school begins on the day of the absence to explain the nature of the absence. Each absence will be followed with a note on the first day the student returns to school. Eighteen-year-olds are permitted to write their own notes in lieu of a note from their parents. It is the obligation of the student to establish that his/her absence complies with the above-stated excuses.

VACATIONS

Vacations should be planned around the school calendar. When this is not possible, a note must be sent to the building principal for approval, prior to the vacation.

The principal may excuse such an absence for a period not to exceed five school days. The local Superintendent of schools may excuse such an absence for any additional school days.

The absence must be approved prior to the vacation, for the vacation to be considered an excused absence. Excused vacation days will be counted as excused absences.

STUDENT SICKNESS

Students that develop symptoms of an illness while school is in session may be isolated from the other students until their parents are able to pick them up. Parents are asked to fill out an alternate contact form at their child's enrollment into the ESC programs so that a responsible adult can be reached in their absence. If the teacher feels the child is truly showing the symptoms of an illness, the parents will be contacted for pick-up.

COMMUNICABLE DISEASES

All students with signs or symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated.

The program staff shall immediately notify the parent or guardian of the student's condition when a student has been observed with signs or symptoms of illness. A student with any of the following signs or symptoms of illness should remain at home.

- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Severe coughing causing the child to become red or blue in the face
- Coughing with a whooping sound
- Vomiting
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis or drainage of the eyes
- Temperature of 100° F or higher
- Suspicious skin rashes
- Unusually dark urine and/or grey or white stool
- Stiff neck in combination with headache
- Evidence of lice, scabies, or other parasitic infection

Any student suspected or reported to have a communicable disease needs to be

examined by a physician, school nurse, or public health nurse. Re-admission to the school is dependent upon the decision of a physician, school nurse, or public health nurse. Parents need to bring a written verification of this decision to the school as they return their child to the school premises. Transportation services provided prior to the student leaving school will be continued once such verification is received by school personnel.

Parents will be informed when a communicable disease occurs in their child's classroom or bus so that observations of early signs or symptoms and appropriate prevention measures can be instituted.

EMERGENCY MEDICAL AUTHORIZATION

The Preble County Educational Service Center requires that an Emergency Medical Authorization form be completed annually for each student. Each student's parent or guardian is required to complete the form and return the form to the school providing information regarding how they wish the school to proceed in the event of a health emergency involving the student and authorization for the school in case emergency action must be taken. When the form is returned to the school with Part I or Part II completed, the school shall keep the form on file.

If a parent does not wish to give such written permission, he/she shall indicate in the proper place on the form the procedure he/she wishes the school authorities to follow in the event of a medical emergency involving his/her child.

Even if a parent gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires emergency medical treatment while under school authority or while engaged in activities authorized by the school, the authorities of his/her school shall make reasonable attempts to contact the parent before the treatment is given. The school shall present the pupil's Emergency Medical Authorization form or copy thereof to the hospital or practitioner rendering treatment.

Nothing in this section shall be construed to impose liability on any school officials or school employees who, in good faith, attempt to comply with this section.

ADMINISTERING MEDICATIONS

Before an educational staff member may administer any medication to any student during school hours, the Governing Board requires the completion of an Authorization for Medication form. If prescription medication is to be given, the student's physician must complete the Prescriber Authorization section of the form. If non-prescription medication is to be administered by staff, the parent or guardian of the student must complete this section. In order for a student to self-carry an Epinephrine Auto-injector or an Asthma Inhaler the Parent/Guardian Self-Carry Authorization section must be completed by the parent or guardian. This form shall be kept on file in the office of the Program Supervisor, with a copy kept on file in the classroom. This request must

be renewed each year.

SUSPECTED CHILD ABUSE

According to Ohio law, persons whose duties bring them into contact with children are expressly required to report immediately instances of suspected child abuse or neglect. Some of those persons are teachers, school employees, and school administrators. Failure to report is a fourth degree misdemeanor.

STUDENT CODE OF CONDUCT

The Preble County Educational Service Center acknowledges that conduct is closely related to learning, and an effective instructional program requires an orderly school environment.

The Preble County Educational Service Center, in compliance with Section 3313.661 of the Ohio Revised Code, hereby sets forth the following Code of Student Conduct (Policy, File: JFC, JG):

A student found to be in violation of any of these rules may receive detention, be suspended for a period of up to (10) days, placed in the Disciplinary Alternative Education Program (DAEP), or be removed from the program operated by the Preble County Educational Service Center in which he/she is participating and returned to his/her home school district. It shall be the decision of the proper school administrator in consultation with the local school district to determine which corrective measures are appropriate or adequate.

1. **Disruption of School.** A student shall not use in a school building, on school grounds, on a school bus, or at a school activity, function or school event off the school grounds, any violence, physical assault, force, noise, coercion, verbal violence, intimidation, or any other conduct that will disrupt or obstruct any lawful mission, process, or function of the school. Such acts of disruption or obstruction shall include, but not be limited to the following:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
 - b. Blocking the entrance or exit of any school building or corridor or room therein which deprives others of lawful access to or from, or use of, the building, corridor, or room;
 - c. Preventing or attempting to prevent by physical act the convening or continued functioning of any school, class, or school activity, or any lawful meeting or assembly on school premises;
 - d. Preventing students from attending a class or school activity;

- e. Creating a noise or acting in any manner so as to interfere with the teacher's ability to conduct his/her class.
2. **Damage to School Property or Private Property.** A student shall not attempt to misuse or cause damage to or destroy school or private property or steal or attempt to steal private or school property whether on school grounds or during a school activity, function, or school event off the school grounds.
3. **Assault.** A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a teacher, administrator, school employee, another student, or any persons or visitor not employed by the school.
4. **Disrespect/Insubordination.** A student shall comply with directions of teachers, student teachers, substitute teachers; educational assistants, principals, or other school personnel during the period of time when a student is properly under the authority of school personnel. Repeated violations of any minor rule, directive, or discipline procedure shall constitute insubordination. No student shall direct any words or phrases to a school employee or other student, which are considered to be slanderous and degrading in nature and/or words or phrases, which are obscene or profane.
5. **Dangerous Behavior, Dangerous Weapons and Instruments.** A student shall not possess, handle, transmit, conceal, or use any object which might be considered a dangerous weapon or instrument of violence; for example, but not limited to, guns, knives, metal implements, chemicals, sprays, fireworks, or explosives of any kind. Dangerous behavior of any type is prohibited.
6. **Tobacco.** No student shall possess (on person, stored, or brought to school) and/or use any tobacco products or tobacco apparatus (including matches, lighters, etc.) on school property or at any school function.
7. **Marijuana, Narcotics, Alcoholic Beverages, Counterfeit Controlled Substances, Drugs, and/or the Paraphernalia for Their Use.** A student shall not possess, use, transmit, manufacture, cultivate, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on the school grounds during and immediately before and immediately after school hours, and at any other time when the school is being used by the school group, or off the school grounds at any school function, activity, or event.

Drugs prescribed by a licensed physician for a student shall be part of the student's medical record, and shall not be subject to these regulations. Medication that must be taken during the course of the school day shall:

- ◆ Be contained in a bottle labeled with the student's name, address, and

dosage:

- ◆ Be specified on a doctor's statement that shall be on file with the school administration.
 - ◆ Be specified in a statement from the student's parents allowing the student to take the medication as prescribed, which statement shall be on file with the school administration.
8. **Repeated Violation of School Rules.** A student shall not repeatedly fail to comply with school rules and regulations.
 9. **Truancy and Tardiness.** A student shall not be truant from school or a school activity. A student shall be considered truant when he is absent from school or a school activity or portion thereof without appropriate authorization from the school and without parent consent. Excuses from school must meet the State Board of Education conditions as outlined in the Ohio Revised Code. A student shall not be tardy to class or to any other school function.
 10. **Shakedown and/or Use of Strong Arm Tactics.** A student shall not extort or use shakedown and/or strong arm tactics to take or to attempt to take any money or thing of value from any person enrolled in any program operated by Preble County Educational Service Center, or in attendance at a Preble County Governing Board sponsored activity.
 11. **False Alarms.** A student shall not initiate a warning of fire or an impending bomb or other catastrophe without cause.
 12. **Inappropriate Dress.** A student shall not dress or appear in a fashion deemed inappropriate because it either (1) interferes with the student's safety, health, and welfare or that of other students; (2) causes disruption or directly interferes with the educational process; or (3) does not conform to the requirements of a specific educational program.
 13. **Student Desks.** A student shall not place, keep, or maintain any article or materials which are of a non-school nature in a school-owned desk which may cause a disruption of any activity on school property or at any school-sponsored function or event.
 14. **Student Driving Privileges.** A student shall abide by all automobile and parking regulations promulgated by the school administration.
 15. **Student Health.** A student shall not attend school if suffering from a contagious or infectious disease, or if physically unclean so as to be offensive to other students and school personnel.
 16. **School Bus Rules and Regulations.** All students shall abide by the rules of conduct established for the use of bus transportation. These rules apply to

regularly scheduled bus routes, extra-curricular activities, field trips, and athletic trips.

17. **Violation of the Law.** A student shall not violate any law or ordinance while under the authority of school personnel.
18. **Hazing.** No student shall plan, encourage, or engage in any hazing activities. No administrator, faculty member, or school employee shall encourage, permit, condone, or tolerate any hazing activities. Hazing is defined as doing any act or coercing another to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
19. **Sexual Harassment.** Sexual Harassment is a form of violence that encompasses a wide range of offensive behaviors; these include touching, pinching, grabbing, and patting; comments about one's body; degrading graffiti on walls and bathrooms; sexual remarks, gestures, and jokes that demean others; passing obscene notes; and spreading rumors. Students that have experienced some form of sexual harassment should report the incident to the school counselor or the school supervisor. Action to protect the victim from further harassment will be taken and a report of the incident and the action taken will be given to parent/guardian of the victim. Sexual harassment is a serious offense and will be treated as such when determining the action that will be taken to protect the victim.

The Superintendent shall be responsible for implementing the Preble County Educational Service Center's Code of Student Conduct.

CORPORAL PUNISHMENT

District staff, within the scope of their employment, may use and apply reasonable force and restraint to stop a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense or for the protection of persons and property.

Ohio law allows boards of education to ban the use of corporal punishment and this Board does not believe such punishment to be suitable; therefore, corporal punishment is prohibited and shall not be used as a form of discipline in programs operated by the Board. The Board expects the administration, faculty and staff to use every other form of discipline, counseling and referral to promote appropriate student behavior.

STUDENT DRESS CODE

Part of the total education of the students is learning to dress appropriately and behave responsibly in a variety of situations. Attendance at school and school-related functions is a specific situation which requires the student to use good judgment. Students are expected to dress in a manner that is appropriate to the school environment and does not cause disruption to the academic process. Research has shown a correlation between behavior and appearance, especially in the school setting.

These regulations will assist parents, students, faculty, and administrators in determining appropriate standards for dress while at school and school-sponsored activities.

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

Students shall observe general guidelines for dress and appearance including:

1. No shorts or mini skirts that end above mid-thigh.
2. No shirts or blouses that expose the midriff.
3. No tank tops, muscle shirts, or halters – boys must wear shirts with sleeves.
4. Hats, coats, bandannas, and sunglasses are not to be carried to, or worn in class.
5. No dress that promotes hate, profanity, vulgar, or negative messages; anything advertising or related to alcohol, tobacco, or drugs; or anything sexually explicit, is not permitted.
6. No transparent garments, open mesh garments, or garments with large open sides may be worn without an underliner.
7. Shoes must be worn and must not present a safety hazard.
8. No biking pants or spandex.
9. Hair must be clean, worn out of the eyes, and groomed at all times; no extreme or distracting hair color or makeup.
10. Body-piercing adornments are to be worn appropriately (as determined by the school administrator) and are not to be extreme or distracting.
11. Lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed.

12. No “dog collars”, spiked bracelets, or chains that could be dangerous to persons or destructive to school property.
13. No gang or cult-related items of any kind.
14. No cutoffs, tattered clothing, or clothing with holes.

Violation of the dress code can result in removal from class (until the violation can be resolved) and/or disciplinary action.

STUDENT SEARCHES

It is the policy of the Preble County ESC Governing Board to permit the building administrator the right of inspection of students’ school lockers or articles carried upon their persons. All searches are conducted sparingly and only when such search is reasonably likely to produce anticipated tangible results to preserve discipline and good order or promote the safety and security of persons and their property within the area of the school’s responsibility.

CONDUCT / ATTENDANCE POLICY ON EIGHTEEN-YEAR-OLDS

Eighteen-year-old students will be expected to comply with the school’s rules and policies in the same manner as students recognized as minors. Any eighteen-year-old who violates the Code of Conduct and/or Attendance Policy to the degree that unruly/delinquency charges would be filed on a minor child will be recommended for suspension and/or expulsion.

Eighteen-year-old students who assume responsibility for their own attendance must file appropriate papers acknowledging their independent status with the administration. Eighteen-year-old students who assume responsibility for their own attendance must notify the school in case of absence. Students are also responsible for bringing a note on the first day back to school after an absence. Eighteen-year-old students writing their own notes are expected to show that the absence complies with the above-stated excuses.

CALAMITY DAYS/SCHOOL CLOSING

If it is necessary to cancel any ESC classroom program because of inclement weather or school facilities malfunction, the closing will be announced through the same procedures as all Preble County Schools. The announcement, combining all ESC classroom programs, will be announced through an automated phone call, text, or email to the home. Parents will be asked at the beginning of each school year to indicate a contact number they who like called in the event of a calamity day or emergency closing. School closing announcements will also be broadcast on local TV and Radio stations and websites as **“The Preble County ESC Classroom Programs.”**

This announcement will be reported on local television and radio stations as early as possible after the decision has been made.

The Preble County ESC student classrooms serve students from all districts in Preble County; for that reason, it is possible for our system to be closed based on a school district's closure other than the school district in which you live. Parents and students should pay strict attention to the above announcement when determining if their child will be having school on that day.

TRANSPORTATION GUIDELINES

For the safety and well-being of all, it is necessary for each student to behave appropriately while riding the bus. State laws and regulations determine that the school bus driver and bus aide have the authority and responsibility to maintain control of the students on their bus. The following rules are the state rules (OAC 3301-83-08 (c)) for bus riders:

1. Students will arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in a location (assigned by the driver) clear of traffic and away from the bus stop.
3. Behavior at the bus stop must not threaten life, limb, or property of any individual.
4. Students must go directly to the assigned seat so the bus may safely resume motion.
5. Students must remain seated keeping aisles and exits clear.
6. Students must listen for directions or instructions and obey the driver or aide promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus except as required for medical reasons.
9. Students will not use tobacco on the bus.
10. Students must not have alcohol or drugs in their possession on the bus except for prescription medicine required for the student. All medications are to be given to the driver for transportation.
11. Students must not throw or pass objects on, from, or into the bus.
12. Students may carry on the bus only objects that can be held in their laps.
13. Students must leave or board the bus at locations, which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Students must not put head or arms out of the bus window.
15. Bus drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well being. All information is strictly confidential.

Failure to obey the above rules will result in a bus referral. It will be the decision of the educational supervisor to determine whether or not the inappropriate behavior warrants denial of bus riding privileges for a period of time.

DRIVING REGULATIONS

1. All students must have permission from the building principal to drive to school.
2. Students must maintain satisfactory academic/behavioral performance to maintain driving privileges.
3. Students must show proof of automobile insurance and a valid Ohio driver's license.
4. No other students may be transported to and from school without the written permission of the parents/guardians of all students involved and permission of the principal.
5. Students may not return to their automobiles during the school day without the express permission of the principal.
6. Students must report to school no later and no earlier than ten minutes prior to the start of school each day. Students must report to the office to sign in.
7. Students must obey all traffic laws and operate their vehicle in a safe manner. Violators may lose their driving privileges.
8. Students will be informed of parking regulations when they receive the principal's permission to drive to school.

Violations of these rules may cause the loss of driving privileges, detention, or suspension.

SCHOOL VISITORS

The Board of Education welcomes and encourages visits to the school by parents and other adult residents of the district. The Board also has an obligation to ensure that school visitations are not disruptive to the educational process and student achievement. It is necessary, then, to regulate school visits as follows:

Pursuant to Section 3313.20 of the Ohio Revised Code, all visitors to the building are required to report to the office before contacting any student or staff members. Visitors are required to sign in/and or out as determined by the principal. All visitors must obtain a visitors pass in the office.

The superintendent and/or the building administrator has authority to prevent entry into the school or to remove any person where there is sufficient and good reason to believe the presence of that person is not conducive to the preservation of the peace or the orderly operation of the school.

OHIO REVISED CODE SECTION 2923.122 REGARDING WEAPONS

Unless otherwise authorized by law, pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

CHANGE IN PERSONAL INFORMATION

Students in Preble County Educational Service Center school programs need to enroll in their district of residence in the county before the student can attend an ESC classroom. If the student will be moving to another district, the student needs to withdraw from their district of residence, not the ESC. Contact with ESC staff will be made by district personnel in order to inform us of the withdrawal. Records release forms from the student's new school can be sent to either the ESC or the previous district of residence. If you move during the school year, you need to notify the ESC and your local school district as soon as possible of your new address. The sooner we have your address change, the sooner we can facilitate the change. A minimum of 3 school days is necessary to implement bus route changes. Parents should communicate ANY changes of address or phone number to the school office immediately in order to keep contact information current.

CONFIDENTIALITY

One area of concern to students and staff is the question of confidentiality. If our school and therapy programs are to be successful, we must protect the integrity and rights of the students being served. In order to accomplish this objective, the following statements should help to clarify what information is kept in confidence and what information is released:

- ◆ All school records of a student will be subject to review by the home school and State of Ohio personnel, including IEPs.
- ◆ Any clinical information concerning a student (content of counseling sessions) will not be released without a signed, written release of information by the student or legal guardian.

All personal information about a student will be held in strictest confidence, except in the following unusual situations: A.) The student makes a direct threat on the life of another person, or on his own life; B.) Child abuse or neglect; C.) Case Records subpoenaed by the courts, or D.) In an emergency situation where the life of the student may be in danger.

COMPUTER / ONLINE SERVICES

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

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. down-loading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Governing Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services

use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. to prevent students from accessing inappropriate material or materials considered to be harmful to minors on school computers. The District has also purchased monitoring devices which maintain a running log of Internet activity recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or lewd exhibition of genitals or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The Preble County ESC will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Students and staff who wish to have computer network and Internet access must read the Acceptable Use and Internet Safety policy and submit a properly signed agreement form.

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENT

With pre-approval of the administration, students may be allowed to possess pagers, cellular telephones, and other communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are turned off during school hours. First time violators of this policy are reported to the principal, who confiscates the device and holds it in his/her office until the end of the school day. Further violations may lead to confiscation of the device for the remainder of the semester. The confiscated device will only be returned to the parent or guardian at the end of the semester. The District assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central location in every school building and in the student handbook.

TELEPHONE USE

Students will be allowed to make a phone call if the situation is deemed an immediate necessity by the school staff. The use of the telephone by students is a privilege (not a right) and can be based on how a student is acting at the time of the request. The staff of the school will not restrict the use of the telephone by a student in an emergency situation.

TEXTBOOKS, SUPPLIES, AND SCHOOL FEES

Students are not required to pay school fees for textbooks or supplies. Certain classrooms will ask the parents for a list of supplies for their child to use for the school year. All textbooks and workbooks for the student will be provided at no cost to the parent. Classrooms will occasionally ask for the students to bring in money for field trips and lunches purchased on those days away from the school. Students may carry a packed lunch on field trips if they prefer.

FIELD TRIPS

Field trips may be provided occasionally as part of the educational program. These activities and learning opportunities are privileges offered to the students. Field trip permission forms and emergency medical authorization forms need to be completed by parents and returned to our office before students will be allowed to attend.

HARASSMENT

The Preble County Educational Service Center is committed to providing all employees and students with a safe and supportive school environment in which all members of the school community are treated with respect. It is hereby the policy of the Preble County ESC to prohibit harassment based on real or perceived race, color, religion (creed), national origin, marital status, sex, sexual orientation, gender identity and expression, disability, or on the basis of association with others identified by these categories. This policy is intended to comply with State of Ohio as well as federal requirements.

The Preble County ESC shall act to investigate all complaints of harassment, formal or informal, verbal or written, and to discipline or take appropriate action against any member of the school community who is found to have violated this policy.

Sexual Harassment Policy

Sexual harassment is any unwanted or unwelcome verbal, written, or physical conduct of a sexual nature that interferes with a student's right to learn, study, work, achieve, or participate in a comfortable and supportive atmosphere. Sexual harassment may include, but is not limited to, the following:

- Leering at someone else's body
- Making comments, gestures, or jokes of a sexual nature

- Manipulating clothing in a sexual manner
- Displaying sexual pictures or objects
- Spreading sexual rumors or commenting about sexual behavior
- Repeatedly pressuring for dates or unwanted sexual activity
- Touching, grabbing, and /or pinching
- Teasing and/or bullying in sexual terms
- Asking for sexual favors in exchange for grades, promotions, or participation in school activities
- Inflicting physical sexual assault or abuse

Students are legally protected against sexual harassment by Title IX of the Educational Amendments of 1972, a federal law prohibiting discrimination in schools on the basis of sex. (In certain circumstances, sexual harassment and sexual violence ([SHV] may constitute sexual assault or sexual abuse and are covered by other local and state laws and procedures.)

The Preble County Educational Service Center will not tolerate any form of sexual harassment by staff or students. The system recognizes the student's right to participate in school programs and activities in an atmosphere free of any form of sexual harassment. Students have the responsibility of not engaging in sexual conduct that is unwelcome or offensive to others.

Sexual harassment committed by students of either sex against students or staff of the opposite or same sex constitutes inappropriate conduct. All complaints will be investigated by the principal or his/her designee. ***Depending on the nature of the offense, disciplinary action ranging from counseling to suspension or expulsion may be taken consistent with discipline policies approved by the Educational Service Center Governing Board.***

Any student and/or a designated representative has the right to file a complaint regarding an alleged incident of sexual harassment that has occurred in school; on

school property; or while participating in a school-sanctioned curricular or extracurricular outing.

Any student (or parent or legal guardian of a student) who feels that he/she has been a target of sexual harassment in school; on school property; or while participating in a school sanctioned curricular or extracurricular outings should report the incident promptly, orally, or in writing, to a school staff member, preferably the principal. (If the principal is the alleged perpetrator, the report should be made to the area executive officer, who will assume the principal's role in the process.)

Students are encouraged to report harassment that they experience or witness. Any school staff member who receives a sexual harassment complaint should report it immediately, orally, or in writing, to the principal or designated representative. (If the principal is the alleged perpetrator, the report should be made to the area executive officer.) Where teachers or other ESC employees are suspected of abuse, the ESC will immediately conduct a thorough investigation that may result in remedial or disciplinary action up to and including the termination of employment and revocation of professional

certification.

The principal or staff member should immediately alert the District Equity Coordinator and the parents/guardians of the students involved.

In severe cases involving criminal conduct, such as the infliction of physical sexual assault or abuse, the police and Child Protective Services are to be notified immediately.

The complainant's rights must not be violated. He/she must be given an opportunity to present the facts as he/she perceives them. Under no circumstances is the complainant to be disciplined by means of an involuntary transfer or suspension.

All complaints will be handled promptly and in a manner appropriate to significant disciplinary infractions. While an isolated incident may not constitute sexual harassment, the Preble County ESC is responsible for providing appropriate intervention and/or disciplinary measures to reduce or eliminate sexual harassment and its negative effects on individuals.

Every reasonable effort will be made to maintain confidentiality during the investigation. Retaliatory action may not be taken against a complainant or any witness who participates in an investigation. Such action will result in severe sanctions against the retaliator.

Response

1. Principal's Duty. The principal or the principal's designee is the person responsible for receiving oral or written reports of harassment. Upon receipt of a report, the principal must notify the school district equity coordinator immediately, **without** screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the school district equity coordinator. If the report was given verbally, the principal shall reduce it to written form within 24 hours and forward it to the school district equity coordinator. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

2. School District Equity Coordinator. The superintendent shall designate at least one individual within the school district as the school district equity coordinator to receive reports of harassment. If the report involves the school district equity coordinator, the reporter shall refer the complaint directly to the superintendent. The school district shall prominently post the name, mailing address, and telephone number of its equity coordinator. For the 2019-2020 school year the district equity coordinator is:

Debby Barnett
597 Hillcrest Drive
Eaton, Oh 45320
(937) 456-1187, ext. 129

Investigation

1. Who? The school district equity coordinator shall conduct an investigation upon receipt of a report or complaint alleging harassment.
2. How? The investigator shall interview individuals involved and any other persons who may have knowledge of the circumstances giving rise to the complaint and may use other methods and documentation. In determining whether the alleged conduct constitutes a violation of this policy, the investigator shall consider, among other things: the nature of the behavior; how often the conduct occurred; whether there were past incidents or continuing patterns of behavior; and the relationship of the parties involved.
3. When? The investigator shall complete the investigation as soon as practicable, but in no event later than fourteen (14) calendar days following receipt of the complaint.
4. Result? Upon completion of the investigation, the investigator shall decide if a violation of this policy has occurred and report that decision, along with the evidence supporting it, to the principal or school district equity coordinator and the superintendent or, if the complaint involves the superintendent, directly to the school board, for appropriate action in accordance with school district disciplinary policy.

School District Action

The district shall take disciplinary or remedial action as appropriate in order to ensure that further harassment does not occur. Such action may include, but is not limited to: counseling, awareness training, parent-teacher conferences, staff meetings, warning, transfer, suspension and/or expulsion of a student, and counseling, awareness training, transfer, suspension and/or termination of an employee. School District action taken for violation of this policy will be consistent with the requirements of applicable State of Ohio and federal law, the Ohio Department of Education, and Preble County ESC policies.

Appeal

A person judged to be in violation of the policy on student harassment and subjected to action under it may appeal the determination and/or the action taken as follows:

1. Student. If the person filing the appeal is a student, the appeal shall proceed in accordance with school district policy governing discipline of students and with legal due process requirements.
2. Employee. If the person filing the appeal is an employee, the appeal shall proceed in accordance with school district policy governing employee discipline, including, if applicable, grievance procedures under any applicable collective bargaining agreement, and with legal due process requirements.

Retaliation

Any individual who retaliates against any employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to a harassment complaint will be subject to appropriate action and/or discipline by the school district.

Retaliation for reporting harassment or cooperating in an investigation of harassment is unlawful under state law.

Recordkeeping and Notification

1. Record keeping. The superintendent shall assure that a record of any complaint and investigation of harassment as well as the disposition of the complaint and any disciplinary or remedial action taken is maintained by the School District in a confidential file.
2. Notification. The superintendent shall assure that the complainant is notified whether allegations of harassment were found to be valid, whether a violation of the policy occurred, and whether action was taken as a result.

Notice

The superintendent shall use all reasonable means to inform students, employees, and parents or guardians that the district will not tolerate harassment. Copies of the policy and procedures shall appear in the student and employee handbooks (or other similar publications) as well as publications distributed to parents and community members and shall be posted prominently in each school. The notice shall also provide information about the following additional methods of pursuing claims of harassment: A person may make a complaint of harassment to the Ohio Human Rights Commission or the Federal Office of Civil Rights at the following places:

Ohio Civil Rights Commission
Dayton Regional Office
40 West Fourth Street, Suite 1900
Dayton, OH 45402
1 (888) 278-7101

Federal Office of Civil Rights:
Office for Civil Rights
U.S. Department of Health and Human Services
233 N. Michigan Ave., Suite 240
Chicago, IL 60601
Voice Phone (312) 886-2359

In addition, an individual may seek other remedies through private legal action and, in some circumstances, through criminal prosecution.

HAZING AND BULLYING

The Preble County Educational Service Center (ESC) Governing Board does not tolerate harassment, intimidation or bullying of any student on school property or at a school-sponsored event, regardless of whether the event occurs on or off school

property (including on school buses and other school-related vehicles). Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school. The Board's commitment to addressing such prohibited behavior involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation and bullying will not be tolerated by students, staff or administration.

For purposes of this regulation, the term "harassment, intimidation or bullying" means any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Reporting Procedure

Students, parents or guardians are encouraged to immediately report conduct they consider to be harassment, intimidation or bullying to a teacher, guidance counselor, coach, principal or other administrator. Likewise, all school personnel who become aware of harassment, intimidation or bullying shall immediately report such behavior to their administrator.

Any staff member who receives a report of harassment, intimidation or bullying shall promptly reduce the complaint to writing utilizing the ESC's harassment, intimidation or bullying complaint form, which shall be made available in the office of each school building, the ESC's central administrative office, student handbook, and downloadable from the ESC's website. The complaint form shall specifically describe the actions giving rise to the suspicion of harassment, intimidation or bullying, including identification of all person(s) involved, the time and place of the conduct alleged, the number of such incidents, the target of the alleged behavior, and the names of any student or staff witnesses. Such written report shall be promptly forwarded to the appropriate ESC administrator for an administrative response.

The ESC Administrator or designee shall notify the parents, guardians or legal custodians of any student involved in an incident of harassment, intimidation or bullying under this policy. Such persons shall have access to any written reports pertaining to the prohibited incident to the extent permitted by State and Federal privacy/confidentiality laws.

Administrative Response

The ESC Administrator or designee shall promptly investigate all reports of harassment, intimidation or bullying. All matters involving such complaints should remain confidential to the extent permitted by law.

1. The ESC Administrator or designee will confer with the student, parent or guardian making the report in order to obtain a clear understanding of the alleged

facts. If not already completed, the principal or designee will complete the harassment, intimidation or bullying complaint form.

2. The ESC Administrator or designee will meet with all witnesses identified by the person(s) making the report of harassment, intimidation or bullying. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.
3. The ESC Administrator or designee will meet with the student(s) accused of harassment, intimidation or bullying to obtain a response to the complaint both orally and in writing.
4. Following the completion of the investigation, any student(s) found to have violated this policy will be subject to any of the disciplinary actions described in the Student Code of Conduct.
5. Retaliation against any student who makes a complaint of harassment, intimidation or bullying, or any student who becomes involved in the investigation of such complaint, is strictly prohibited, and may result in discipline irrespective of the merits of the initial complaint.
6. The ESC Administrator or designee shall have the authority to involve local law enforcement if an individual believes danger is imminent due to the alleged harassment, intimidation or bullying.

**SECTION 504 OF THE REHABILITATION ACT
AND AMERICANS WITH DISABILITIES ACT**

Notice of nondiscrimination

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all union or professional organizations holding collective bargaining or professional agreements with the Preble County Educational Service Center are hereby notified that this district does not discriminate on the basis of race, sex, color, national origin, age or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the district's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following individual who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination:

SHAWN HOFF
ASSISTANT TO THE SUPERINTENDENT
(937) 456-1187, EXT 127

ACKNOWLEDGEMENT OF PARENT-STUDENT HANDBOOK

The rules in the Parent-Student Handbook apply to student attendance, the school day, all school-sponsored activities and extracurricular activities.

I acknowledge receiving a copy of the Parent-Student Handbook, having it reviewed by school personnel, being instructed to read and study the rules and being told to share them with my parents for their review and general information. I also acknowledge receipt of the Emergency Medical Form, which is to be signed by my parent/guardian and returned to the school.

Student Signature

Date

I acknowledge seeing and/or reviewing my son/daughter's Parent-Student Handbook. I am aware that these rules have been approved by the Governing Board. I also acknowledge receipt of the Emergency Medical Form, which is to be signed and returned to the school along with the Parent-Student Handbook Acknowledgment.

Parent/Guardian Signature

Date

THE ACKNOWLEDGMENT AND THE EMERGENCY MEDICAL FORM ARE TO BE COMPLETED AND RETURNED TO SCHOOL WITHIN FIVE DAYS. It is IMPERATIVE that each student's Emergency Medical Form be on file in case treatment for illness or emergency would be necessary. These MUST be returned to the school office.

Some additions/corrections to the Parent-Student Handbook may be necessary after printing, due to Board action. These changes may be noted in an insert. I/We acknowledge receiving a copy of these changes.

Student Signature

Date

Parent/Guardian Signature

Date

CHROMEBOOK USAGE POLICY

I _____ have been issued Chromebook number _____
----- . I understand that I am responsible for this Chromebook and agree to take proper care of it. I understand that if I do not take care of it properly, I may forfeit the privilege of using. I understand that if I damage the Chromebook, I will be responsible for the cost to repair or replace it.

Usage Rules:

- I will only use the Chromebook assigned to me unless my teacher or other school official gives me permission to use another.
- I will not download any files to the Chromebook.
- I will only use the Chromebook for its intended educational purpose.
- I will return the Chromebook to its charging station each day and make sure it is plugged in.
- I will not attempt to change any settings on the Chromebook.
- I will not place any stickers, tape, Post-it-Notes, etc. on the Chromebook. This includes attempting to cover the camera lens.

I agree to adhere to the rules listed above and I understand that I am required to follow the guidelines in the Acceptable Use Policy (AUP). Failing to follow these rules or the AUP may result in forfeiting my ability to use the Chromebook, result in disciplinary actions and/or any combination of the two.

Student Signature

Date

Parent Signature

Date