Powers Elementary School

Student and Parent Handbook
2019-2020

Powers Elementary School

Office Hours 7:45-4:15
School Hours

Powers Elementary
401 Washington Ave.
393 S. Lake St.
Amherst OH 44001
440-988-8670 Fax 440-988-8674
Amherst Exempted Village School District

A Good Place to Live....A Great Place to Learn

Principal Beth Schwartz
beth_schwartz@amherstk12.org

Assistant Principal Corrie Engle
corrie_engle@amherstk12.org

Amherst Schools' Phone Directory

Superintendent, Mr. Steve Sayers - 988-4406
Assistant Superintendent, Mr.Michael Molnar - 988-4406
Director of Student Services, Mrs. Sarah Walker - 988-4406
Director of Food Services, Deanne Pastva - 988-4406
Treasurer, Mrs. Amelia Gioffredo - 988-8846

Principal Powers Elementary, Beth Schwartz - 988-8670
Assistant Principal, Corrie Engle - 988-8670
School Psychologist, Andrea Massie - 988-8670

School Philosophy

The major goals of our school are to help students become proficient readers, self-disciplined and self-directed in problem solving tasks by developing a curiosity and a desire to use learning for personal enjoyment. The learning climate created by the cooperative efforts of students, teachers, and parents shall provide opportunities for social, physical and academic growth.

The staff of Powers School also recognizes the need to help all students develop a sense of responsibility, self-worth and respect. We are concerned that each student develop the skills necessary to become a well-rounded, independent learner, able to work in a responsible and cooperative manner.

We acknowledge the power we as educators have over the lives of children and recognize parents as partners in their child's education. We hope to use our energies cooperatively to nurture children.

We hope each child goes home each day having learned something new and feeling good about his or her day with us.

General Information

This handbook is intended to answer commonly asked questions about the operation of the school as well as provide notification regarding due process for student discipline as required by law.

Web Site and News Notices

The web site www.amherst.k12.oh.us/contains updated information on a daily and weekly basis. School and district news and activities are listed. Many forms are available to download. We have a school wide green shuttle folder for all students that goes home and is returned to school each day. The clear cover pocket should be used for written communication from parents. Inside are pockets for homework.

Placement of Students

The placement of students into classrooms for the following year is extremely important, requiring considerable time and careful consideration. It is important because a student's placement into the appropriate classroom setting is a significant factor in his/her educational and social progress during the year. Each student is placed individually, considering such factors as teacher's personality and teaching style, student's personality and learning style, physical arrangement of the classroom, balance of boys and girls, combinations of students to be avoided, and overall composition of the class. The Amherst School District employs teachers who are Highly Qualified. The school district also provides a comprehensive staff development program enabling teachers to develop and refine their teaching skills. We have confidence that all teachers are well-qualified to provide a quality program of instruction. If parents feel that a particular learning situation may be more appropriate for their child, we ask that a description of the suggested classroom setting be provided to the Principal in writing by May 1st. We do not accept specific teacher requests as all teachers have been trained and are Highly Qualified to teach all students based on their individual needs.

Special Education Services

The Special Education Program offers a full range of services to those students who qualify for special education. The extent and type of participation are determined by individual need as outlined in each

student's Individual Education Program (IEP). Related services including speech, occupational and physical therapy also are available.

Meeting Individual Student Needs

Personal attention to student needs is done as we attempt to meet each learner's needs. Students' progress is closely monitored using criterion-referenced and standardized tests.

Lost and Found

A lost and found area is located in the lobby. Jewelry items are held in the office. Please consider labeling coats etc. with full names. All items left as of the last day before winter break and the last day of school before summer break will be donated to charity.

Library Procedures

Each class goes to the library weekly to check out books. The children may keep the books for one (1) week and must return them in order to borrow more. There is no fine if a book is late, but if a book is lost, a fee will be charged to replace it.

Electronic Devices and Toys

The use of personal cellular phones, wearable technology, electronic games and iPads, or related electronic equipment is prohibited on school grounds. Violations of this policy will result in the confiscation of items and will require the parent to pick them up from the office. Students should limit items brought to school to those items necessary for school activities. The school is not responsible for unnecessary items brought to school which are lost or stolen.

Field Trips & Gym Class At Amherst High School

Field trips may be planned during the year. Often times students may go to the Steele High School for gym, recess or assemblies. Children going on field trips must return the parent-signed permission form which indicates parent approval. In some cases a "reverse permission slip" indicating that all students will be attending a program may be used. In this case notices will be sent home to families along with a posting on the web page.

Birthday Treats and PTO Sponsored Parties

Due to health regulations and the increased number of food allergies, we are unable to accept birthday treats or snack items at school. Dietary information will be sent home if there are snacks for school wide events.

End of School Responsibilities

Book fees are collected for those items that become the student property. To help parents with the costs payment arrangements can be made at the office. Unpaid fees accumulate and are tracked from year to year. This includes lunch and library fees for lost books.

Promotion-Assignment-Retention

The promotion, assignment and retention of a student in any grade level should be in the best interest of the student. Academics will not be the sole factor in the determination of retention. The student's age, maturity level, emotional or social criteria, must also be considered on an individual basis. Retention shall only occur if it presents the possibility of allowing the student to function successfully at grade level in these areas and it is viewed as an opportunity for growth. If deemed necessary, it should occur as early as possible in a student's educational program.

Delayed Start - Inclement Weather

The Amherst Schools may use a one hour delayed start on bad weather days. The official announcement for the one hour delay will be posted on the district website, Twitter and may be heard over the local radio station. If a one hour delay is announced, parents must continue to check for updates since school could still be canceled if conditions do not improve.

Emergency School Closing - Activity Cancellation

In case of severe weather - snow, low temperatures, ice, etc. - the official announcement for school closing and activities cancellation may be available on the web page, Twitter, local radio stations and the local Cleveland TV stations. Please do not call the school.

Visitors

In order to protect the educational integrity of our programs and the safety of our students and staff, any parent or parent representative wishing to

visit the school must make arrangements in advance through the building principal. The principal reserves the right to deny, limit, or approve visits. The following are procedures to arrange a classroom visit:

1. A written request for the visitation will be submitted to the building principal that includes a detailed reason for the visitation. Upon completion of the written request, the principal will arrange a visitation day and time that is acceptable to the parent, teacher, and principal. A copy of the written request will be given to the teacher. The visitation day will be scheduled with three days advance notice.

2. Visitors must report directly to the school office in compliance with the State of Ohio Revised Code. The building principal or another school representative will assist the parent during the visitation and will accompany the parent to the classroom. The visitation should be no longer than the average class period. Parent visits will be limited to no more than one particular classroom or teacher per grading period.

3. To protect the educational process for all students, parents are not to create any kind of disturbance or disruption. Discussion with the teacher or any student during the visitation is not permitted.

4. To protect the privacy and confidentiality rights of all students, parents are not permitted to videotape or audiotape the visitation. In addition, any comments concerning the visitation are to be discussed with the teacher or building principal at a later time when students and other staff members are not present.

Lunch Visitation

If you would like to have lunch with your child for a special occasion such as a birthday please consider the following:

1. Contact the office for permission in advance.
2. Parents may bring a bagged lunch or purchase a school lunch. No fast food or additional snacks may be brought in or shared with other students.
3. Parents are not permitted to participate in the recess activities for safety reasons.

Special Services and Programs

Guidance

The elementary guidance counselor functions as a helping person for students, teachers, and parents. The counselor conducts group guidance programs in the classrooms. Students may request to see the counselor or they may be referred by a teacher, parents, or the principal. Children may be counseled individually and/or in small groups.

Special Education

A continuum of services is available for eligible students in need of an individual educational program.

Registration and Records

Registration of New Students

In compliance with the Missing Children's Act (Substitute Senate Bill 321, Section 3313.672), it is required that "a pupil at the time of his initial entry of a public school shall present to the person in charge of the admission, a copy of the original certificate of his birth and other school records that have been maintained on him by his previous school." If the pupil or parent does not comply with this requirement, the school principal or chief administrative officer of the school must notify the law enforcement agency having jurisdiction in that area, informing that agency that the child could possibly be a missing child as defined in the legislation.

Immunizations

Children who do not have evidence of proper immunization may be excluded from school after 14 days.

Withdrawals and Transfers

A parent of a student withdrawing or transferring must accompany the student to the school to obtain the proper forms from the main office. All books must be returned to school before withdrawing. All book fees, fines must be paid before credits are transferred to another school or future transcripts issued.

Change of Address

Inform the office in writing if you have a change of address or telephone number in order to help in addressing mailings and in case of emergencies.

Two proof of residency items will need to be submitted for the new address. See the district website for the list of board approved items that can be used for proof of residency.

Illness and Medication

School Nurse

Our clinic aide is employed by the Amherst Schools. The clinic aides are supervised and plan in conjunction with the Lorain County Board of Health. If you wish to contact the clinic aide for information, please call the school. In case of injuries such as cuts, abrasions, etc., the school gives first aid; we contact the parent immediately if medical attention is required. Any time a student has a head injury the family will be contacted in person following the emergency contact information provided by the parents. In the event a parent cannot be reached, we will call the emergency numbers you are asked to provide on the second day of school. We will call 911 for medical assistance in the event of a serious injury.

Health Clinic

Due to various laws, the staff of the office is not permitted to dispense medicines without documentation from the prescribing physician. If a student feels ill and cannot continue in a classroom, the student will report to the main office. If the student is in a class, permission must be obtained from the classroom teacher. Before a student is sent home for illness, a parent or guardian must be contacted. If the student cannot return to class due to fever, illness or injury he/she will be sent home.

Medication Policy

It is the policy of the Amherst Board of Education to discourage the administering of any medication (prescription or nonprescription) to students by school personnel. For students who must take medication at school, completed forms containing the following information must be met: (forms are available in the school office)

Prescription Medication

1. The parent must obtain a written order from the physician requesting that medication be given at school, stating the name of the medication, dosage to be given, the time it is to be given, route of

medication administration, reason for medication and possible side effects.
2. The medication is to be provided in the container dispensed by the prescribing physician or licensed pharmacies with the child's name, the name of the medication, when it is to be given, name of pharmacy and prescription number.
3. The permission form is to be signed by the parent and the physician.
4. If the medication dosage or physician is changed, the above process will have to repeated.
5. Medications are to be picked up by the parent on the last day of school.

Nonprescription Medication

1. Parent must provide a written plan requesting that nonprescription medication be administered at school, stating the name of the medication, dosage to be given, the time it is to be given, reasons for medication and possible side effects.
2. The nonprescription medication is to be provided in its original container with identification clearly marking child's name and when it is to be given.
3. Permission form is to be signed by parent and physician.
4. If the medication or dosage is changed, the above process is to be repeated.
5. Students are not permitted to carry cough drops. Parents may send a note if a student needs cough drops to be dispensed by the teacher.

Fee Schedule

Students will be assessed a fee for workbooks used to supplement our course of study. We realize the financial burden these fees may present and will gladly work with you to create an installment plan. Unpaid book fees become part of the students cumulative record until paid in full. Please call the principal at 988-8670 to discuss a payment arrangement to meet your needs.

Respect for Equipment and Facilities

Each student is expected to assume responsibility for the care of all school property. Damage in a malicious or careless nature will be considered a very serious matter and is considered an offense for suspension,

depending upon the situation. Damages must be repaid by the parent. Students may be denied bus riding privileges for violations of the school bus rules or damaged equipment.

Textbooks

Textbooks are lent to students for use during the school year. Students are responsible for these books and, if lost or damaged, will be charged the replacement cost of the book.

Curriculum

Course of Study

The curriculum is under continuous study in order to keep current and insure that the best materials, equipment and strategies are being provided. Each content area has an approved written course of study which determines what is taught in that area. Courses are approved by the Board of Education.

The curriculum, in its broadest sense, includes all the experiences that children have at school. We believe that all children can learn and that it is our responsibility to actively engage students in the learning process. Individual needs are met through flexible grouping and individualized instruction within each class. We continue to meet the goals in the Ohio Common Core Standards in all subject areas.

Homework Requests

Parents who wish to pick up homework for their child due to an extended illness (after two days) may call the school office the day work will be picked up by 9:30 am. Please pick up homework between 2:30 and 4:00 P.M. Children who are absent due to vacations will be given the work upon return to school.

Parent - Teacher Conference

We always welcome a parent request to discuss their child's progress at any time during the school year. Communication between the home and school is viewed as extremely important. Parent Teacher Conferences are held formally during the fall and winter each year. Other conference times are available throughout the year by parent or teacher request.

Grading Scale

The Amherst School District has adopted a standard percentage grading scale as follows for all subject areas except for Music, Art and Physical Education, Personal Development and Social Behavior.

A 100-90, B-89-80, C 79-70, D 69-60, F 59-below

For Music, Art and Physical Education, Personal Development and Social Behavior, the following scale is used:

S-Satisfactory, N-Needs Improvement, or U-Unsatisfactory.

An asterisk (*) may be used alongside a student's grade to indicate that a modification or adaptation of the curriculum or grading scale was made for that particular subject.

Lunch and Recess

Lunch and Breakfast Program

Students may carry their lunch or purchase a hot lunch. Milk (white or chocolate) is available. We have a computerized cash system throughout the school district. Students will use their student ID number to purchase food from the cafeteria.

Parents can prepay in any amount to their student's account. Visit the web for information on our online credit card payment system called "Pay For It." Students receive a stamp on their upper wrist as a reminder to parents that their account is low. It is the parents' responsibility to keep track of and make sure that the student has money available for purchases. You can call the cafeteria at any time to inquire about the balance on the account. Many parents prepay by the month. Send check or cash to the school in an envelope clearly marked: Lunch Money, include student's name, homeroom teacher and amount enclosed. Make checks payable to Amherst Schools.

All students can purchase a cold breakfast. Students may come to the cafeteria upon arrival and purchase the packaged cold breakfast items for the day. Students may eat breakfast in the gym/cafeteria.

Regarding milk and food allergies please see the District website notice on the home page regarding milk substitutions and food allergies as medical documentation may be needed from a physician.

Lunch and Breakfast Prices

- K-6 Lunch Price $3.25 Includes milk.
- Milk Only $0.50
- K-6 Breakfast 1.75
- Adult Lunch $4.00
- Please contact the school for a Free/Reduced lunch applications.

Lunch Fee Deficit

It is the responsibility of the parents to provide for lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch.

- An elementary student (Grades K - 5) may charge three (3) meals in succession and two (2) alternative meals. An alternative meal consists of a cheese sandwich, fruit, and milk.

Parents may also pay for school meals via the Internet through the District's Nutrition Services website.
https://payschoolscentral.com/#/user/login

Recess

All children are taken outside for recess on days when the temperature is twenty degrees or higher and considering other weather related conditions (wind/rain).

Recess periods are 25 minutes in length. Please dress your child accordingly.

Students returning from an illness will be allowed to stay in for the first day back with a note from their parents. More than one day will require a physician's authorization.

Visitors are not permitted to be on the playground during recess times for safety reasons.

Dismissal Procedures

Dismissal of Students

All children will be dismissed in their usual manner (assigned bus, walker, etc.) unless their parent or guardian requests in writing a change in the normal routine. Only persons listed on the Individual Emergency Card will be permitted to take a child from the school and must show a photo ID.

Dismissal or Transportation Changes

Those children walking home or leaving by car will be dismissed at 3:35 pm. Bus dismissal will follow at 3:45 pm. Bus Schedules will be listed in the Amherst News-Times one week before school starts. Please check your child's bus schedule so you know when to expect them home. Bus times are approximate. If there is a change of transportation for your child, please notify the office. A note or telephone call by 2:30 P.M. from the parent is necessary. If you do not send in a note, please come to the office to sign your child out when you come to pick him up. We must have written authorization.

Once dismissal has started we will not be able to accept phone call requests to change the way your student will be going home. Calls for these changes must be made within a reasonable time to bring the child back to the office.

Unless there is an emergency situation, students are only permitted to ride on their assigned bus route. In case of an emergency, the bus driver requires a note signed by both the parent and principal. Children will not be permitted to ride a different bus or get off at a different bus stop for the purpose of visiting a friend.

Please do not email or leave a voice message regarding changes in transportation to ensure that your child is sent home safely each day. Teachers or secretaries may be absent or problems with the internet may interrupt timely messages.

Sign-out Procedures

All persons must present a picture ID to sign out a student. In the event a student must leave the building for a doctor or dentist appointment during the school day, we ask that a written note be given to the teacher at the beginning of the day. If the student is to be out at the beginning of the school day, please bring the note to school the day before. The note should include: date & time to be excused, reason for being excused and the parent's signature.

The person arriving to transport the student is required to sign the "sign-out book" in the school office. In this way the school has an official record of the student's departure and with whom the student has left. Upon returning to school, the student should check in the office and receive an admit slip to class. If a student becomes ill in school, the person transporting the student home must sign the "sign-out book" in the office before the student is dismissed.

Visiting Instead of Going Home After School

Should your child wish to visit a friend's home after school, a note from both families, stating that permission has been given, is required. Bus transportation is not available for transporting children who wish to visit friends.

Safety Procedures

Fire & Safety Drills

Fire and Safety drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys promptly and clears the building as quickly as possible by the prescribed route, as posted in each individual classroom. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Safety drills include lock down practices.

Tornado Drills

Tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the signal is given everyone obeys promptly and moves to the prescribed areas, as posted in each individual classroom. Students are not permitted to talk during a tornado

drill and are to remain in their designated area until the signal is given to return to class.

School Bus Regulations

1. Students are assigned to a bus based on their home address.
2. They may not ride another bus from their school or from other schools.
3. Students are to be picked up at regular stops. The bus drivers will advise students of these stops. For safety, an adult needs to be at the bus stop for kindergarten. and first grade students or the bus driver will not let the student off at the stop. The student will be returned to school and the parent will be called.
4. Students are to get off the bus only at their school in the A.M. and at their regular stop in the P.M.
5. Individuals not assigned as bus students are not permitted on buses.
6. Exceptions to above regulations (A-E) for any extended period of time (two or more days) must be approved through the Administration Office. Written requests are required and arrangements for a temporary bus change will be made and the driver of the required bus will be advised upon approval.
7. If there is an emergency situation, parents must have their request approved in advance by calling 988-2633 or 988-8670.
8. Students are to be waiting for their bus at their bus stop in the designated safety zone as the bus approaches. (Not waiting in the car as the bus approaches) to ensure safety. A bus should not wait for students.

School Bus Rules

1. Remain seated and keep aisles clear.
2. Bus driver may assign seats.
3. Keep head and hands inside the seating area and bus.
4. Noise on the bus should be kept to a minimum. No screaming or shouting.
5. Be courteous - no profanity.
6. Observe classroom conduct.
7. Violence is prohibited.
8. Do not damage bus or equipment.
9. Do not eat or drink on the bus; keep the bus clean.
10. Use of tobacco is prohibited.

11. You may only ride your assigned bus, and get on and off at the assigned stop.
12. For your own safety, cooperate with the driver.

School Responsibility for Students

Various safety procedures such as training in the use of equipment, explanation of school rules, student sign-out procedures, safety inspections, etc. all occur to safeguard the well-being of your child during school hours.

After dismissal, students are to leave directly, not playing on playground equipment or the playground until they have arrived home and received permission from their parent or guardian to return. The school will not accept responsibility for actions of students off school property. Those returning to school grounds to play on the equipment or other property, after dismissal, in the evening or on weekends do so at their own risk. The school is not responsible for students walking to and from school, unless they are on school property.

School Responsibility for Student Property

Students are given a supply list to begin each school year. Desks are assigned where students may keep their belongings. Only those items requested by the school and those items needed for the well-being of the student such as boots, etc. are to be at school. Toys, portable music players, trading cards, hats, electronic devices/games, or other valuables that are not directly related to the educational process are not to be brought to school. The school will not be responsible for any such items. Trading or selling personal items on school property is forbidden. Violation of this rule may result in confiscation of such items.

Attendance

Regular attendance is necessary for success in school as well as required by law.

Tardiness

Students need to be in the building by 8:45 am to be on time and ready to start classroom instruction. Students arriving after that time need to come to the office to obtain a tardy slip. Legitimate excuses for tardiness are

rare, but to be excused the student must present a note on the day the tardiness occurs. Situations such as alarm clock problems, oversleeping and missing the bus are unexcused. Excessive tardiness due to illness will require a medical excuse.

Doctor Certified Illness
The Principal shall grant a student a "doctor certified illness" when the student provides a document (within two weeks from date of absence) from a doctor indicating the medical reason for the absence.

Excused Absence
The Principal shall grant a student an "excused absence" when the reason for the absence is consistent with Ohio School Law. The student is entitled to make up any tests and assignments missed.
Six reasons for a student absence are recognized under school law.

1. Personal illness
2. Illness in the immediate family
3. Death in the immediate family
4. Quarantine
5. To assist parents in emergency work
6. Religious holiday

If your child is absent you must:

1. Call 988-8670 to report your absence between the hours of 7:45 and 9:00 a.m.
2. Students whose parents do not contact the school concerning their child's absence will be contacted by the automated attendance phone system at school. A message will be left on answering machines if available. If the parent does not contact the school or the school is unable to contact the parent the student will be listed as "unexcused" for that day.

Unexcused Absence
The Principal shall classify an absence as "unexcused" if it cannot qualify as "excused." Excessive "unexcused absence" may result in the student receiving detentions, suspension or a court referral. If a student is absent from school for any reason not listed in this section or fails to comply with the necessary procedure, the absence is unexcused.

Suspension and Unexcused Absence

Students who are absent due to suspension or are absent unexcused will be permitted to make up missed tests and assignments only under the following conditions:

1. The student is solely responsible for making arrangements with the teacher regarding the missed assignments and tests no later than the day back from a suspension or unexcused absence.
2. The number of days given the student for make up work will be left to the discretion of the teacher making the assignment but is typically set at one day for each day absent.
3. The student must make arrangements and complete all missed assignments according to the conditions stated above. Failure to do so will result in the student receiving a zero grade for any assignments, tests or quizzes that were missed during the time of suspension or unexcused absence.
4. After the first out of school suspension the student will not be allowed to make up assignments and/or tests. The parent may appeal this decision to the Principal within five days after notice of the second out of school suspension. Petitions requesting relief of the no make up policy due to mitigating circumstances should be forwarded to the Principal.

Discipline

Discipline Philosophy

The staff creates an accepting and supportive environment through the practice of beliefs that prove self-discipline is the key to good discipline. Respect and caring towards each other and towards students is believed important and modeled. Our discipline plan is based on the belief that no student has the right to interfere with the right of others to learn or the right of the teacher to teach. While we promote quiet and obedience to authority, it is also our belief that learning activities be so absorbing that order and discipline result naturally.

We further believe self-discipline is fostered by giving students opportunities to practice responsibility in school and classroom activities and by giving students choices to make about their behavior and by recognizing students who demonstrate appropriate behavior. Our

classroom guidance lessons are planned around good decision making and responsibility which are reinforced by teachers in daily activities.

Each classroom has a discipline plan which clearly identifies behavior expectations, rewards and consequences. Students have the responsibility to make choices about their behavior. Appropriate choices are rewarded, inappropriate choices have consequences which are appropriate for the particular misbehavior.

Pupil Code of Conduct

The following code sets forth rules prohibiting certain types of student conduct either:

1. On the school grounds during, before or after school.
2. On the school grounds at any other time when the school is being used by a group.
3. Off the school grounds while on a school bus, or at a school activity, function or event.

A student found to be in violation of any of these rules may be suspended for a period up to ten days or be expelled for eighty school days. It shall be the decision of the proper school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, to use the corrective measures that are most appropriate.

Suspension Offenses

1. Disruption of school*1-10 days
2. Smoking 1-10 days
3. Drug offenses
    1. Possession, use, transmittal, or being under the influence of alcohol, a controlled substance, or drug narcotic, including but not limited to marijuana* 10 days-possible expulsion
    2. Possession, use, transmittal, making or selling of a counterfeit. 10 days - possible expulsion
    3. Possession, use, transmittal, making or selling of drug paraphernalia. 10 days - possible expulsion
4. Possession, use or threatened use of firearms, explosives, fireworks, or other dangerous weapons or items which may cause bodily injury* 5-10 days

5. Verbal assault, battery, fighting, harassment* 1-10 days
6. Theft of private or school property* 1-10 days
7. Vandalism of private or school property* 1-10 days
8. Insubordination Disrespect. 1-10 days
9. Excessive truancy and tardiness* 1-10 days
10. Failure to serve detentions. 1-10 days
11. Any other actions detrimental to the educational system on or off school grounds. 1-10 days
12. Violation of local, state or federal statutes on school property or involving school activities*1-10 days, possible expulsion
13. Dishonesty 1-10 days
14. Sexual Harassment 1-10 days, possible expulsion
15. Gangs 1-10 days, possible expulsion

*Any student behavior found to be in violation of local, state or federal statues, while on school property, will result in the student being referred to the proper civil authorities. Students suspended for drugs or alcohol will be encouraged to seek outside counseling.

Definition of Suspension Offenses

Disruption of School

No student, by use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, false alarms or any other conduct, shall intentionally cause the disruption or obstruction of any lawful process or function of the school or urge other students to engage in such conduct. The following acts are prohibited:

1. Occupying any school building, school grounds or part thereof, with intent to deprive others or interfere with its use;
2. Blocking the entrance or exit of any school building, corridor, or room therein, with intent to deprive others or interfere with lawful access to or from or use of the building, corridor or rooms;
3. Setting fire to or damaging any school building or property;
4. Preventing or attempting to prevent the convening or continued functioning of any school, class, or activity, or of any lawful meeting or assembly on the school premises;
5. Preventing or attempting to prevent students from attending a class or school activity;

6. Except under the direct instruction of the Principal, blocking or attempting to block normal pedestrian or vehicular traffic;
7. Continuously and intentionally creating noise or acting in any manner so as to interfere with teacher's ability to conduct his/her class or study hall;
8. Taking another student's property through coercion or threat of bodily harm.
9. Selling of any substance or materials on school grounds without permission is strictly prohibited.
10. Pagers, cellular phones, and related equipment are prohibited on school grounds. Students in possession of such items may be subject to disciplinary action. Such items will be confiscated from students and parents will be notified to pick them up at school. Students are not to operate radios, electronic music players, or other electronic devices during the school day. Second violations may result in disciplinary action and parent conferences.

Students should limit items brought to school to those items necessary for school activities. The school is not responsible for unnecessary items brought to school which are lost or stolen.

Tobacco

The smoking or possession of any tobacco product is not permitted at any time. This rule pertains to all extracurricular activities both on school property and away from school. Smoking is defined as the carrying of a tobacco product on the student's person, holding a tobacco product, whether lit or not, or having held one and tossed it aside.

Students are not to have matches or lighters in their possession in school. This includes on their person, in their desks, book bags and purses.

Alcohol and Drugs

The possession, use, transmittal, or being under the influence of alcohol or a controlled substance, drug, narcotic, including but not limited to marijuana, by students on school property, school buses, or at any extracurricular activity is prohibited. The misuse of inhalants is not permitted.

Possession, Use, Transmittal, Making, Selling of a Counterfeit Controlled Substance "Counterfeit Controlled Substance" is defined in the following ways:

1. Any drug, drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack, or distribute it.
3. Any substance that is represented to be a controlled substance but is not a controlled substance; and
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
5. A student shall not possess, use, transmit or conceal any item which is designed for use with any illegal substance while on school property or in attendance at any Board of Education sponsored or supervised activity.

Firearms, Explosives, Fireworks or Dangerous Weapons
The possession, use or threatened use of firearms, explosives, fireworks, or other dangerous weapons or items which may cause bodily injury by students on school property or school buses is prohibited.

Nonphysical Assault (Disrespect to Teacher)
No student shall curse, gesture, intimidate, harass, or verbally abuse any person with or without the threat of bodily harm.

Battery
No student will cause or attempt to cause physical injury or behave in such a way as could be reasonably anticipated to cause physical injury to any person.

Fighting

No student shall engage in fighting on school property, school buses, or at any extracurricular activity.

Harassment

No student will be involved in physical or verbal harassment involving any school employee or other student.

Malicious Harassment

A student shall not maliciously and intentionally intimidate or harass another person because of that person's race, color, ancestry, religion, age, national origin, sex, or disability.

Theft

No student shall take or attempt to take the private property of students or staff members or any property owned by the Amherst Board of Education. Restitution will be required.

Vandalism

No student shall deface, damage, destroy, or attempt to deface, damage or destroy the private property of students or staff members, or any property owned by the Amherst Board of Education. Restitution will be required.

Insubordination and Disrespect

Insubordination is defined as disobedience or not submitting to authority while in school, on school transportation or on school grounds. A student shall not be disrespectful to any school employee.

Any Other Detrimental Action

1. Any action which is contrary to acceptable behavior and affects the educational system in the opinion of the administrator (on or off school grounds).
2. Violation of local, state or federal statutes on school property or involving school activities.
3. The misuse of inhalants is not permitted.
4. No electronic signaling devices are permitted.

Dishonesty

Failing to be truthful to any school official. Violation of this offense may include either verbal or written misrepresentation of the truth.

Sexual Harassment
Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal or physical conduct of a sexual nature.

Gangs
Gangs are prohibited. A gang is defined as any non-school sponsored group, possibly of secret or exclusive membership, whose purpose or practices include the commission of illegal acts, violations of school rules, establishment of territory or "turf", or any actions that threaten the safety or welfare of others. Gang activity such as initiation, recruitment, wearing of colors, fighting, assault, hazing, or establishing turf, on school property, at school functions and school related activities, will not be tolerated.

1. A student shall not participate in gang-related activities.
2. A student shall not appear with, or wear, gang identifications such as attire, colors, clothing, or graffiti.
3. A student shall not designate boundaries or turf, or belong to any group that designates boundaries or turf.
4. A student shall not participate in hazing, initiation, or recruiting activities.
5. A student shall not deface property with gang graffiti.

It should be noted that the Amherst Schools maintain open lines of communication with local law enforcement agencies. A student who violates this section will not only be subject to the notification of the pupil's parents or guardians by school authorities, but also, when deemed appropriate, the student's prohibited gang activity will be reported to the local police department.

Suspension
Suspension means out of school suspension. A suspended student may not come to school or attend classes or extracurricular activities. In the event school is canceled for one or more of these days, the suspension will be served when school is back in session.

1. No student may be suspended unless the Principal gives prior written notice to the pupil of the intention to suspend him, setting out the reasons for such proposed suspension unless it is an emergency

removal for the protection of the student, other students or staff members.

2. The written notice shall also set a time and place at which the pupil may appear at an informal hearing before the Principal and be given an opportunity to challenge the reasons for the proposed suspension or otherwise explain his actions.
3. If suspension occurs, the Principal must give notice in writing within 24 hours after such hearing, to the pupil's parent, guardian or custodian, the Superintendent, and to the Treasurer of the Board of Education which notice shall include:
    1. Reasons for the suspension.
    2. A statement as to the right of the pupil, parent, guardian, or custodian to appeal the suspension to the Board of Education's designee.
    3. A statement of the pupil's right to be represented at the appeal hearing and to have the appeal hearing.
4. No suspension may be for longer than 10 school days.
5. Emergency Removal is permitted as per state statutes.

Appeal of Suspension

1. A pupil or his parent, guardian, or custodian may appeal any suspension to the Board of Education's designee, who is the Superintendent. The Superintendent shall schedule an Appeals Hearing within forty-eight hours after the request for same.
2. The pupil may be represented by counsel at such appeal.
3. The Board's designee may affirm the order of suspension or may reinstate the pupil, or may otherwise reverse, vacate, or modify the order of suspension or expulsion.
4. The Board's designee must make a verbatim record of the Appeal Hearing. The decision of the Board's designee may be appealed to the County Court of Common Pleas as per Chapter 2506 of the Ohio Revised Code.

Expulsion Procedure

1. No student may be expelled unless the Superintendent gives prior written notice to the pupil and his parent, guardian, or custodian of the intention to expel him, setting out the reason(s)

for such proposed expulsion. The pupil or parents may be represented by counsel at such hearing if so desired.

2. The written notice shall also set a time and place at which the pupil and his parent, guardian, custodian, or representative may appear before the Superintendent or his designee to challenge the reasons for the proposed expulsion or otherwise to challenge the reasons for expulsion.
3. The hearing shall be held not earlier than three days or later than five days after the notice is given unless the Superintendent grants an extension of time at the request of the pupil, or his parent, guardian, custodian, or representative. If the time is thus extended the Superintendent must notify the pupil and his parent, guardian, or representative of the new time and place to appear.

Appeal of Expulsion

1. After the expulsion has been made by the Superintendent, the parents, guardian, custodian, or the student, if 18 or over, may appeal the Superintendent's decision to a Hearing Officer designated by the Board of Education.
2. At the request of the pupil (if 18 years of age or over) or his parent, guardian or custodian, a hearing will be held with the Hearing Officer. The Hearing Officer will then recommend to the Board of Education to uphold, revoke or modify the expulsion.
3. The Board of Education will then render its decision at their next regular meeting, in public session.
4. The pupil or parents may be represented by counsel at such hearing if so desired.
5. The Hearing Officer will make a verbatim record (by tape recorder) of the hearing and the Board's decision will be noted in the minutes of their next meeting as official notice to the parents, guardian, or custodian of their decision.
6. The decision of the Board of Education may be appealed to the County Court of Common Pleas as per Chapter 2506 of the Ohio Revised Code.

Academic and Extracurricular Removal Procedures

Certain cases of pupil misconduct, although not requiring suspensions or expulsion from school, may result in the removal of a pupil from a specific

class or an extracurricular activity for a period of time up to and including the remainder of a session or school year. Such removal from a class shall be effected only by the Superintendent or building Principal. Such removal from an extracurricular activity shall be effected by the Superintendent, building Principal, the teacher responsible for the activity, or by such teacher's immediate supervisor. A class is considered to be a curricular course of study prescribed pursuant to ORC 3313.6 and State Minimum Standards. Appropriate due process, notification, and appeal procedures shall be provided.

Prior Notice

Except for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience, the students will not be removed from a class or extracurricular activity (other than emergency removal) unless the student is informed beforehand of specific behavior that will result in removal. This prior information is to be contained in the school system Code of Pupil Conduct, the published rules and regulation, and/or other written rules and regulations approved by the Principal and a specific class or extracurricular activity.

In response to misbehavior not covered in a set of written rules and regulations, a verbal warning may be given by the staff member authorized to effect removal, and removal may then be effected if such misbehavior occurs again. Such verbal notice shall be also made known to the parents/guardians who shall be given the opportunity to meet with the Principal and other staff members to discuss the matter.

The following regulations are applicable to the removal of students from a class or extracurricular activity.

Removal from class

Prior to any removal from class, the following procedure must be followed, except for emergency removal as provided in this policy manual:

1. The student must be advised of his/her possible removal and the reasons why.
2. The student must have an opportunity for an informal hearing with the Principal or Superintendent who intends to effect the removal so that the student is provided an opportunity to explain his actions.

3. If the student is removed for a period of ten days or less, the Principal or Superintendent effecting such removal will give to the parents or guardian a written notice of the action taken. The parents or guardian will be given an opportunity to come in for a conference regarding the matter if such a conference is requested by them.
   Prior to action to remove a pupil for a period longer than ten school days, the Principal or Superintendent will arrange a time for the pupil and his parents or guardian to meet with the Principal to discuss the reasons for the intended removal.

Removal From Extracurricular Activities

Prior to any removal from an extracurricular activity, the following procedure must be followed, except for emergency removal as provided in this policy.

1. The student must be advised of his possible removal and the reasons why.
2. The student must have an opportunity for an informal hearing with the staff member who intends to effect the removal so that the student is provided an opportunity to explain his actions.
3. If a student is removed for a period of ten days or less, the staff member effecting the removal will give to the parents/guardian a written notice of the action and a copy of such notice together with a written summary of the incident, will be given to the building Principal.
4. If a student is removed for a period longer than ten days the procedures and appeal process used will be the same as those followed for an out of school suspension.

Other Disciplinary Procedures
Teacher

1. Classroom teachers will establish their own system of handling disciplinary problems which do not fall under those considered to be suspendable offenses as defined in this code of conduct.
2. Progressive discipline will be used to govern student behavior in the general school setting. In most instances, a warning is all that is needed to solve a certain situation. However, the principal's judgment will be used to determine consequences which fall on a continuum of

severity and include, but not limited to, such actions as loss of one, three, five, or ten recesses, thoughtful writing assignments, emergency removal, calling of parents, suspension, expulsion or a combination of appropriate measures.

Severe Behavior Clause

1. The teacher has the right to send a student to the office for any behavior problem which she deems severe. The principal may then use his judgment to discipline appropriately after affording the student(s) due process.

Trespassing and Loitering

Unauthorized students shall not trespass or loiter in school buildings or on property owned by the Board of Education. Examples of such offenses include unauthorized visitations to other school buildings, loitering around a building other than the one in which the student is enrolled, loitering in or around a building while it is in session, or loitering around the building or school property after school is dismissed.

Student Dress Code

The staff of Powers Elementary School is vitally concerned with the task of education and cannot be unduly involved in disputes with students regarding dress. Parents have the major responsibility for their children's proper dress and school behavior.
However, the school does have the right to correct any form of dress that is so extreme as to cause undue attention, distraction, or is a health or safety hazard.

It is understood that, in some classroom environments, school personnel may impose further grooming and clothing requirements which may be needed for health and safety reasons. Directors of any extracurricular activity may impose additional grooming and clothing requirements if they deem it necessary.

Any student departing from acceptable standards of dress will not be permitted to attend classes nor make up work missed while absent from

class. Students who persist in violating the dress code will be subject to disciplinary action as provided in the Student Code of Conduct.

Dress Code Policy:
It will be the responsibility of an administrator to rule on which apparel is disruptive to the conduct of education or affects the health or safety of the student or others.

Mandated Public Notices

Directory Information
In order to comply with the regulations regarding the disclosure requirements contained in the Family Education Rights and Privacy Act, directory information regarding Amherst students will be released to persons or organizations requesting the information.

- Directory information shall include the following:
- Name, address, telephone number
- Date and place of birth
- Major field of study
- Participation in school activities
- Dates of school attendance

Any parent or adult student who desires this directory information not be released may stop in the school office and file this request on forms available.

Family Education Rights and Privacy Act (FERPA)
In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that,

alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Nondiscrimination and Access to Equal Educational Opportunity
The Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

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

The following person has been designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination:
Director of Special Education
185 Forest Street
Amherst, OH 44001
440-988-4406

Bullying and Other Forms of Aggressive Behavior
The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while en-route to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational,

physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying and cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.
All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

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

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

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

D. "Cyber bullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (http//cyberbulling.com]

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. Cyber bullies more easily hide behind the anonymity that the Internet provides;
2. Cyber bullies spread their hurtful messages to a very wide audience with remarkable speed;
3. Cyber bullies do not have to own their own actions, as it is usually very difficult to identify cyber bullies because of screen names, so they do not fear being punished for their actions; and
4. The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission is all but been erased when it comes to cyber bullying activity.

Cyber bullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog.
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill.
3. Using a camera phone to take and send embarrassing photographs of students.

4. Posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location). "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school–provided transportation or at any official school bus stop, and that has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
3. Creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in district business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events. For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be

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

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

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, or bullying.

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

Privacy and Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much

as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.