

**Ashtabula Area City Schools
All Title 1 Served Schools**

2017-2018

STUDENT/PARENT HANDBOOK



Home of the Dragons

**TOGETHER -
Preparing every student for future success**

Board of Education
2630 West 13th Street
Ashtabula, OH 44004

Telephone: (440) 992-1200
Fax: (440) 992-1209
Web Site: www.aacs.net

THIS STUDENT/PARENT HANDBOOK BELONGS TO:

Name: _____ Grade: _____

Building: _____

School
Address: _____

School
Phone: _____

School
Principal: _____

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ASHTABULA AREA CITY SCHOOLS

2630 West 13th Street
Ashtabula, Ohio 44004
Telephone: (440) 992-1200
Fax: (440) 992-1209
Web Site: www.aacs.net

Board Members

Dr. Debra Barrickman
Mr. James Brady, Sr.
Mr. Steve Candela
Mr. James Hudson
Mr. Julius Petro, Sr.

Central Administration

Dr. Melissa Watson – Superintendent
Lori Witt - Director of Pupil Services
Mark J. Astorino – Treasurer

Secondary Schools

Lakeside High School (Grades 9 - 12)
6600 Sanborn Road
Ashtabula, OH 44004
Telephone: 993-2522
Donald Rapose, Principal
Patricia Craft, Asst. Principal
Mark Potts, Principal of
Secondary Curriculum

Lakeside Junior High School (Grades 7 -8)
6620 Sanborn Road
Ashtabula, OH 44004
Telephone: 993-2619
Scott Anservitz, Principal
Michele Boiarski, Asst. Principal
Mark Potts, Principal of
Secondary Curriculum

Elementary Schools (Grades 4-6)

Erie Intermediate School
2306 Wade Avenue
Ashtabula, OH 44004
Telephone: 992-1260
Julie Fulton, Principal

Superior Intermediate School
2308 Wade Avenue
Ashtabula, OH 44004
Telephone: 992-1270
Cristine Rutz, Principal

Elementary Schools (Grades K-3)

Huron Primary School
2300 Wade Avenue
Ashtabula, OH 44004
Telephone: 992-1230
Valerie Harper, Principal

Ontario Primary School
2302 Wade Avenue
Ashtabula, OH 44004
Telephone: 992-1240
Rebecca Evanson, Principal

Michigan Primary School
2304 Wade Avenue
Ashtabula, OH 44004
Telephone: 992-1250
Janie Carey, Principal

Pre-School

Early Learning Center
2630 West 13th Street
Ashtabula, OH 44004
Telephone: 992-1280
Lisa Newsome, Supervisor

How to Effectively Communicate with School Officials

Communication is a shared experience and we intend to make that experience easier.

From time to time, parents and other community members may have questions or concerns about our educational programs and services. So that we can respond to these issues in a timely manner, this communications chain of command is provided for your use.

Ashtabula Area City Schools Board of Education Policy #9130 defines a “chain of command” to follow for conflict resolution:

Level 1: If a parent has a concern with their child:

- Contact should be with the teacher or other staff member involved.

Level 2: If the matter cannot be satisfactorily resolved at the First Level:

- Discuss issue with the staff member’s principal/supervisor.

Level 3: If a satisfactory solution is not achieved by discussion with the principal/ supervisor:

- Request a conference with the Superintendent/Director of Pupil Services.

Level 4: Should the matter not be resolved:

- Request, a meeting with the Board of Education.

Chain of Command Defined

On matters involving:

A. Student Discipline/Bullying

1. Classroom Teacher
2. Assistant Principal
3. Principal
4. Director of Pupil Services
5. Superintendent
6. Board of Education

B. Instruction/Curriculum

1. Classroom Teacher
2. Principal
3. Director of Pupil Services
4. Superintendent
5. Board of Education

C. Special Education

1. Classroom Teacher
2. Building Administration
3. Principal
4. Special Education Supervisor
5. Director of Pupil Services
6. Superintendent
7. Board of Education

D. Preschool

1. Classroom Teacher
2. Principal
3. Director of Pupil Services
4. Superintendent
5. Board of Education

E. Athletics

1. Coach
2. Athletic Director
3. Principal
4. Director of Pupil Services
5. Superintendent
6. Board of Education

F. English as a Second Language (ESL)

1. Teacher/Coordinator

G. Nutrition Service

1. Principal
2. Nutrition Service Director
3. Director of Operations
4. Superintendent/
Director of Pupil Services
5. Board of Education

H. Facilities/Grounds/Buildings

1. Principal
2. Director of Operations
3. Superintendent/
Director of Pupil Services
4. Board of Education

I. Transportation

1. Bus Driver
2. Transportation Supervisor
3. Principal
4. Director of Operations
5. Superintendent/
Director of Pupil Services
6. Board of Education

J. After School Discovery Programs (tutoring)

1. Executive Director

K. Lakeside On Line

1. LOL Coordinator
2. Principal
3. Director of Pupil Services

L. Central Registration

1. Administrative Assistant
2. Principal

M. Gifted and Talented

1. Classroom Teacher
2. Coordinator

N. Student Activity Fees

1. Account receivable
2. Treasurer

**Ashtabula Area City Schools
2017-2018 Calendar**

1st Quarter

August 17	Teacher Prep Day
August 18	Teacher Professional Day
August 21	Student's First Day
September 4	Labor Day –No School
October 13	NEOEA Day-No School
October 19	End of 1 st Nine Weeks

2nd Quarter

October 20	In-service/Records Day/PD – No School
November 9	P/T Conference PreK-6 (3 hrs.)
November 16	P/T Conference 7-12 (3 hrs.)
November 20	P/T Conference PreK-12 (3 hrs.)
November 22	Conference Comp Day - No School
November 23-24	Thanksgiving Break – No School
December 20	End of 2 nd Nine Weeks
December 21–January 1	Winter Break – No School

3rd Quarter

January 2	In-service/Records Day/PD – No School
January 15	M.L. King Day – No school
February 1	P/T Conference PreK-12 (3hrs.)
February 8	P/T Conference PreK-12 (3 hrs.)
February 16	In-service/Records Day/PD – No School
February 19	Presidents Day-No School
March 13	Ends of 3 rd Nine Weeks

4th Quarter

March 26-30	Spring Break – No School
March 30	Good Friday
April 2	Conference Comp Day – No School
May 22	Graduation Day
May 25	Last Student Day /End of 4 th Nine Weeks
May 28	Memorial Day – No School
May 29	Teacher Professional Day
May 30	Last Staff Day/ In-Service/Records

Should Calamity Days exceed the hours of equal to 10 days, the number of make-up days to meet the legal requirements of the school will be scheduled as needed, following the last day of school.

***ATTENDANCE POLICY
OHIO COMPULSORY ATTENDANCE LAWS**

Section 3321.01 All children, ages 6 through 18, must attend school every day that school is in session unless excused with a State accepted reason.

Excusable absences are:

1. Personal illness (a written physician's statement verifying the illness may be required)
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
6. Observation or celebration of a bona fide religious holiday
7. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.
8. Such good cause as may be acceptable to the Superintendent
9. Medically necessary leave for a pregnant student in accordance with Policy 5751
10. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Section 3321.04 Any absence for which a student fails to present a written excuse will be counted as unexcused. All false excuses are to be considered unexcused as are all known trancies.

A student/parent/guardian must notify the office with a phone call prior to 9:00 a.m. on the day of absence. A written explanation of each past absence on the day he/she returns from absence is required.

Section 3321.13 Driver's license privilege: a temporary instruction permit or driver's license will be suspended, or the opportunity to obtain a temporary permit or driver's license will be denied, if a student has an unexcused absence of more than ten consecutive school days or at least fifteen total school days.

Excessive absences will be grounds for court citation, suspension, and/or expulsion.

LATE ARRIVAL

Any student arriving after 11:30 a.m. for elementary and 10:30 a.m. for secondary is counted absent for a half day. In addition, high school athletes must be at school no later than 9:00 a.m. to participate in all practices and contests. A student who is late to school must report to the building office and sign in.

EARLY DISMISSAL

Every effort should be made to schedule medical and dental appointments after the school day. Those wishing to be dismissed early from school should report to the office at the beginning of the day with a written note stating the reason for early dismissal. The note should include parent/guardian's name and phone number for verification. A student returning from early dismissal should have official written documentation for the office of the stated appointment. An administrator has the right to question and to limit these appointments during school if they appear to be excessive.

No student shall be released to anyone who is not authorized such custody by the parents.

SCHOOL CLOSING ANNOUNCEMENT

When weather is extremely severe or a calamity occurs, parents will receive a phone call courtesy of School Connects. Also, parents can listen to the local radio and television stations: WFUN – WZOO (97.1, 98.3, 102.5, 107.5, 970 AM and TV Channels 3, 5, 8, 19, 43 Cleveland.

COMMENCEMENT CEREMONY

In accordance with board policy 5460, Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

This policy does not apply to foreign-exchange students from recognized and approved student exchange programs by the United States Department

VISITOR/GUEST

Parents and the public are always welcome to visit schools. School policy is to accept only a visitor who has legitimate business at the school. A visitor/guest must register in the school office immediately upon entering the building. In order to provide a visitor with appropriate time and attention, it is recommended that one calls ahead for an appointment.

STUDENT/PARENT RIGHT TO KNOW EMERGENCY PROCEDURE

In the event of an emergency, students and parents will be notified by proper procedures which may include: building announcements, radio and television announcements, personal phone calls and written announcements.

PARENT RIGHT TO KNOW TEACHER QUALIFICATIONS

The Ashtabula Area City Schools wishes to notify parents in all buildings (Huron Primary, Ontario Primary, Michigan Primary, Erie Intermediate and Superior Intermediate) that they may request information regarding the professional qualifications of their children's classroom teachers, including the following:

- If the teacher has met state qualification and licensing criteria for the grade and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which State qualification or licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline;
- Whether the student is provided services by paraprofessionals and if so, their qualifications.

You may request any of the above information by writing a letter that includes your child's name, school, grade, teacher's name, your name, address and phone number, and the information you are requesting. Send request to the Director of Pupil Service's office.

PARENTAL INVOLVEMENT IN EDUCATION POLICY

The Ashtabula Area City School Board of Education believes that parent/guardian involvement is an important part of a child's education program. Current research indicates that a home-school-partnership, and a greater involvement on the part of a parent/guardian in the education of his/her child generally results in higher achievement scores, improved student behavior, and reduced absenteeism. A parent/guardian of a student enrolled in the District is encouraged to take an active role in the education of his/her child.

The Ashtabula Area City School Board of Education directs the administration to develop the necessary regulations to ensure that this policy is followed and that parent/guardian involvement is encouraged. The regulations will:

1. Encourage strong home-school partnerships.
2. Provide for consistent and effective communication between the parent/guardian and school personnel.
3. Offer parent/guardian ways to assist and encourage his/her child to do one's best.
4. Offer ways parent/guardian can support classroom learning activities.
5. Provide opportunities for parent/guardian to be involved in the parental involvement program.

STUDENT RIGHTS

Each student has a right to expect a quality education:

1. Equal Rights Rule - No individual shall insult, degrade, or ridicule another person while on school property or at school functions. Such actions may come through the use of the written word, verbal statements, aggressive actions, symbols or other forms of communication. The school will protect the individual's rights regardless of race, religion, sex, economic status, national origin, age, or handicap in these matters and violators will be disciplined.
2. Utilize school facilities and programs according to established school regulations and procedures.
3. Expect courteous behavior from another student and school personnel, including freedom from verbal abuse, harassment, or intimidation.
4. Form, hold, and express opinions and beliefs as long as the expression does not disrupt the normal operation of school.
5. Hold personal property free from theft or damage.
6. Seek and obtain help from school staff regarding any issue.
7. Have access to all the rules to which he/she is subject.
8. Have due process in the application of the Code of Student Rights and Responsibilities.

STUDENT RESPONSIBILITIES

Each student has the responsibility to:

1. Seek the maximum benefit from the educational process.
2. Respect the rights of all persons who become a part of the education environment.
3. Exercise the highest degree of self-discipline in observing and adhering to adopted rules and regulations.

Each student who is absent must immediately, upon return to school, make arrangements with the teacher(s) to make up work missed. A student who is absent from school for reasons not permitted by law, may not be permitted to make up work. Each case will be considered on its merits by the administration and respective teacher(s).

Responsibility is inherent in the exercise of every right. It is impossible to list all student responsibilities. It must be emphasized that lack of responsibility means a weakening of rights.

Therefore, the list of responsibilities above shall not be construed to deny or limit other responsibilities retained by students in their capacity as members of the student body or as citizens. Proper student behavior is the responsibility of student and parent(s)/guardian(s). A student must contribute to an environment of good citizenship and positive human relations in all aspects of the school program.

STUDENT WEARING APPAREL CODE

The Ashtabula Area City School District Board of Education expects that the wearing apparel of a student in school and at school-related activities, generally, be such that it ensures the health, welfare, and safety of the members of the student body, and enhances a positive image of our students and school. The following standards of student wearing apparel are expected for each student attending school in the Ashtabula Area City Schools, and shall be enforced at the discretion of the school district's administrators.

The Board of Education shall not discriminate on the basis of race, religion, sexual orientation or gender identity. However, clothing that interferes with protecting the health and safety of students or providing an effective learning environment free of disruptions or distractions will be prohibited.

Proper wearing apparel and grooming will promote a positive academic environment. Wearing apparel and grooming are expected to be clean and in keeping with ***health, sanitary, and safety requirements***.

Wearing apparel and grooming shall not cause ***diversion*** or ***disrupt*** the teaching/learning process or detract from the orderly school environment. Students are prohibited from wearing articles of clothing or jewelry which promote use of drugs, tobacco and alcohol, glorify death or mutilation (ex: Guns), contain profanity, or state or suggest sexual or pornographic activity.

Shorts (excluding spandex) may be worn. Sound judgment and good taste should be used when wearing shorts to school. (***See above paragraphs***).

The school rules for wearing apparel (including but not limited to) are listed below:

1. Appropriate academic dress is encouraged such as, polo/collared shirts, dress pants, and khakis.
2. No saggy pants are permitted. A belt must be worn to keep sagging pants up at the waist; pants are not to be dragging on the floor.
3. No inappropriately “ripped/holey/frayed” jeans.
4. No cut-off sweat-pants or pajama pants. No inappropriate placement of writing or graphics on the back of pants or any other clothing. No see-through clothing of any kind.
5. No mini-dresses/mini-skirts; (when determining if a garment is too short, it must be longer than the length of your fingertips with arms held down at your side).
6. No mesh tops, midriff tops, and tank tops are to be worn alone.
7. No hats, headbands, bandannas, (head covering of any type), sunglasses and gloves are to be worn in school.
8. No coats and jackets are to be worn in the school building (extenuating circumstances may occur).
9. No disruptive hair color or hair styles will be worn in school.
10. No safety pins will be worn as an accessory or brought to school (extenuating circumstances may occur.)
11. No spiked jewelry or chains. For example, dog collars and wallet chains are prohibited.
12. No disruptive or unsafe piercings.
13. No Slippers. We require appropriate and safe footwear. Flip-Flops and slides are discouraged for safety reasons.

A student and the school shall be free from the threats or harmful influence of any group or gang which engages in drug use, violence, or other disruptive behavior. Therefore, the presence of any apparel, jewelry, accessory, notebook, tattoo, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership, participation and/or support of such a group or gang is prohibited.

A student or group, representing the school at official activities, will be attired in a manner that presents a favorable image of the school district and does not violate this policy. The parent/guardian of a student, who is in violation of the wearing apparel code, shall be contacted to supply a change of clothes.

CODE OF CONDUCT

This code of conduct shall apply to all students during the school day and at all school-related activities.

CODE OF CONDUCT POSSIBLE DISCIPLINARY ACTIONS APPLICABLE TO SCHOOL AND BUS:

Warning	Emergency Removal
Detention	Expulsion
Cite to Court	
Out-of-School Suspension	Notify Authorities
In-School Suspension	Parent/Guardian called
Suspension from the bus	Permanent removal from the bus

The Administration reserves the right to deviate from the disciplinary actions listed and evaluate a case on an individual basis. This acknowledges there are differences from situation to situation, school to school.

- I. The Board of Education authorizes suspension, program change, or other appropriate disciplinary action for any student upon the first incident of any of the following:**
- A. **Alcohol** - Possessing, using, providing an alcoholic beverage before school, during school, or at school activities.
 - B. **Assault** - Fighting, causing, attempting to cause, or threatening to cause physical injury to another person.
 - C. **Cheating** - A student shall not cheat on any school work or have in his/her possession material that could be used for cheating.
 - D. **Disruption of the Education Process** - A student shall not by use of violence, force, coercion, threat, horseplay, or improper assembly cause disruption of the educational process.
 - E. **Drugs/Facsimiles** - Possessing, concealing, selling, handling, or otherwise furnishing, using or being under the influence of any controlled substance or drug of abuse as defined by the law of the State of Ohio, narcotic, or any substance that causes physical or mental change, or any substance or material substituted in lieu of a controlled substance or drug of abuse (facsimile).
 - F. **Electronic and Recording (Audio and Video) Devices** – NO unauthorized use of electronic devices and recording devices (audio and video), **including cell phones**, are permitted during instructional school day. **Ashtabula Area City Schools is not responsible for any lost or stolen devices. Violation(s) shall be enforced at the discretion of the school district’s administrators.**
 - G. **False Alarms** - A student shall not cause an alarm to be sounded unnecessarily. This includes fire alarms, bomb threats, tornado sightings, or any other alarm that may cause panic or disrupt normal school operations.

- H. **Food and Beverages** – A student shall not bring food or beverages into the classroom, gymnasium, and auditorium during the instructional day.
- I. **Forgery** – A student shall not sign another person’s name to a school-related note, letter, form, or document, or alter time, date, grade, pass or permit.
- J. **Gang Activity** – Engage in any activity, behavior, or display which cumulatively and collectively denotes gang affiliation that threatens a safe and orderly environment, or which is likely to cause disruptive school activities.
- K. **Graffiti** – Defacing the interior or exterior of any school building or property.
- L. **Bullying/Harassment/Intimidation** – Harassment and Intimidation can arise from a broad range of physical or verbal behavior which can include but is not limited to the following:
1. **Bullying is any intentional written, verbal, graphic, 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 intimidating, threatening, or abusive educational environment for the other student(s).**
 2. Physical and mental abuse
 3. Racial slurs or ethnic insults
 4. Display or distribution of racial, ethnic, or religiously offensive materials
 5. Hazing – Initiate by exacting humiliating performance from or playing rough practical jokes upon another. Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.
 6. Cyber-bullying and intimidation including: Social Media. Any type of harassment by electronic means, both inside and outside the school environment, where the effects of which impact education.
 7. Violence in dating relationships
- M. **Insubordination** – Disrupting school activities or defying valid authority.
- N. **Paraphernalia** – Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia or weapon paraphernalia.
- O. **Possession** – Knowingly receiving or possessing stolen school property or private property.
- P. **Presence in Unauthorized Areas** – A student shall not be in an area designated as off-limits without prior permission.
- Q. **Profanity** – Engaging in profanity or vulgarity, or committing an obscene act.

- R. **Public Display of Affection** – Engaging in hugging, kissing, touching another, even with permission, in school, on school grounds, at school-related activities.
- S. **Robbery/Extortion** – Committing or attempting to commit robbery or extortion.
- T. **Sexual Harassment** – Making unwanted sexual advances or unwanted visual, verbal, or physical conduct of a sexual nature. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.
- U. **Smoking/Chewing** – Possessing or using tobacco or other nicotine products.
- V. **Tardiness** – Arriving late to school.
- W. **Theft** – Stealing, or attempting to steal, school property or private property.
- X. **Truancy** – Missing school without parent or school’s permission. (See page 5.)
- Y. **Unauthorized Fires** – Creating, producing or causing fire on school property or school- related activities. Possession of lighter, matches or other inflammable materials.
- Z. **Vandalism** – Causing or attempting to cause damage to school property or private property.
- AA. **Verbal and Non-Verbal Insults/Threats** – Engaging in inappropriate/abusive language/gestures.
- BB. **Weapons/Facsimiles** – Possessing, concealing, selling, handling or otherwise furnishing any dangerous object, any object which might be considered a dangerous weapon, or instrument capable of harming another, or facsimile of a dangerous weapon or instrument.
- CC. **Inappropriate Behavior/Aiding and Abetting the Violation of School Rules/Other Conduct** – It is recognized that no list of prohibited conduct can specifically encompass every action which may become a subject of discipline. The superintendent/designee or building principal shall have the authority to impose discipline upon a student for conduct not set forth herein if it disrupts or interferes with the good order, discipline, operation, or educational process of the school, or if it materially is or poses a threat to the safety of persons or property.

II. TRANSPORTATION

- A. A student must obey the bus driver.
- B. A student will ride on an assigned bus. The driver will assign seats and the seating plan will be explained by each driver.
- C. A request for a temporary bus pass for a student to be picked up or dropped off at any other stop other than their designated stop will be given IF IT IS AN EMERGENCY ONLY, APPROVED BY ADMINISTRATION ONLY.
- D. A bus driver may change a student's seat assignment when and if they deem necessary. A student's bus stop is assigned by proof of residency information given at time of registration of your student.
- E. To change a bus stop pick up or drop off location, there must be an address change with proof of residency given to the school of attendance. Falsifying residency information may lead to serious consequences.
- F. If it is necessary to cross the street after leaving the bus, a student will cross 20 feet in front of the bus after receiving a clear signal from the driver.
- G. In the interest of safety, each student riding an Ashtabula Area City Schools bus must refrain from: Unauthorized use of any electronic devices, pagers, and headphones.
 1. Putting arms, head, or legs out of bus windows.
 2. Throwing objects on or at the bus or from the bus windows.
 3. Leaving his/her seat or standing while bus is in motion.
 4. Eating, drinking, or gum chewing on the bus.
 5. Striking, pushing, or otherwise abusing others while on the bus or at the bus stop.
 6. Yelling, stomping feet, or clapping hands (sudden noises can be responsible for accidents).
 7. Having animals on the bus (snakes, mice, dogs, etc.).
 8. Using abusive or profane language or gestures.
 9. Possessing or using tobacco products or other nicotine products (ex: snuff) on the bus.
 10. Possessing or using illegal drugs on the bus.
 11. Using personal grooming products.
 12. Bringing unauthorized glass items on bus.
- H. Students are to enter and exit the bus in an orderly single file line.
- I. Students may be required to sit three to a seat.
- J. A student must obey the student code of conduct while on the bus and at designated bus stops.
- K. A student shall be at his/her bus stop approximately five minutes prior to the scheduled arrival time of the bus. Parent/guardian shall be responsible for the safety and conduct of a student while going to and from pick-up points, and or promptly meeting the bus. Pick up and drop off times are approximate.
- L. Suspension from the bus applies to all buses transporting students to and from school and may apply to extra-curricular events and field trips.
- M. A possible progressive sequence of consequences could result in the following:
 - One day suspension off of the bus
 - Three day suspension off of the bus
 - Five day suspension off of the bus
 - Extended suspension or expulsion off of the bus
- N. A student, who violates any bus regulation, will be dealt with according to the discipline code following his/her referral to administration by the bus driver. The privilege of riding the bus may be withdrawn by the superintendent /designee or building administrator.

III. NUTRITION SERVICES

- A. The cafeteria is often a multi-purpose room and therefore used for many activities. It is important that every effort is made to keep it clean.
- B. A student is required to remain in the designated area of the school during his/her lunch period.
- C. A student will be expected to:
 - 1. Show respect for all food service staff.
 - 2. Stand in line and wait one's turn.
 - 3. Eat in the cafeteria.
 - 4. Keep the table area/floor clean.
 - 5. Return trays and dispose of refuse.
 - 6. Use appropriate table manners.
 - 7. Put chair back in place.
 - 8. Do not throw food or drinks.

2017-18 School Year Meal Prices – NO CHARGE

All Ashtabula Area City Schools are participating in the new Community Eligibility Provision (CEP), offered by the USDA for low income school districts that qualify, which allows the Nutrition Services Department to provide one school breakfast meal and one school lunch meal per student per day free of charge.

In order to receive the free breakfast and/or lunch meal, students must select the minimum amount of items to make a combo meal or they will be charged a la carte pricing. All students must still enter their PIN when receiving their meals or a la carte items at the cashier stand.

Money may still be placed on students' accounts to be used for purchasing a la carte items. If sending in a check, please make it payable to Ashtabula Area City Schools. Sending in cash with elementary age students is not encouraged. Credit card payments are accepted on the www.PayforIt.net.

IV. EXTRACURRICULAR EVENTS & ASSEMBLIES

- A. A student absent from school shall not attend extracurricular events.
- B. A student attending extracurricular events will conduct himself/herself in accordance with the established school policy with regard to student behavior. Student attendance at events is encouraged to provide support to the participants. A student will conduct himself/herself in a manner that projects ethics, integrity, and utmost consideration will be given to provide secure and a safe environment at all school-related functions.

V. MANDATORY SUSPENSION

After a determination of facts, and without other disciplinary action being required, the following student behavior will result in suspension for the first offense:

- A. Making verbal and non-verbal threats to or directed at a staff member.
- B. Using profanity to or directed at staff.
- C. Causing physical injury to another person.
- D. Possessing, concealing, selling, handling or otherwise furnishing, using or being under the influence of any substance or drug of abuse (facsimile).
- E. Committing or attempting to commit robbery or extortion.
- F. Possessing a weapon or facsimile.
- G. Engaging in any activity, behavior, or display, which, when evaluated individually and/or cumulatively and collectively, denotes gang affiliation that threatens a safe and orderly environment, or which is likely to cause disruptive school activities.
- H. Use of inappropriate social media disrupting the educational process.

VI. DISCIPLINARY ACTION

Disciplinary action alone will not solve a student's behavior problems. School district personnel will counsel students to resolve behavior problems using alternatives including the following:

- A. Alternative School Programs
- B. Counseling programs
- C. Individual instruction/tutoring
- D. Parent conferences
- E. Peer Mediation
- F. Referral to appropriate community agencies

VII. STUDENT SUSPENSION & DUE PROCESS

- A. The superintendent/designee or the principal may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. A suspension will not exceed 10 days. Suspension may extend beyond the current semester.
- B. A student shall clearly be informed in writing of the violation to suspend him/her, exact nature of the misconduct with which he/she is charged, as well as the possible consequences of the misconduct.
- C. Prior to any suspension, the student will be provided with an opportunity to appear at an informal hearing before the principal, superintendent, or superintendent's designee and challenge the reason for the intended suspension or otherwise to explain his/her actions.
- D. If the administrator determines as a result of the informal hearing that the student should be suspended, the parent or guardian shall be notified in writing within 24 hours of the beginning of the suspension, stating the specific reasons for the suspension and notifying the parent, guardian or custodian of the student of the right of the student to appeal such action to the Board of Education or to its designee, to be represented in all such appeal proceedings, to be granted a hearing before the Board or its designee in order to be heard against such suspension, and to request that such hearing be held in executive session.

- E. An opportunity to appeal any suspension imposed to the Board of Education will be provided in accordance with Section 3313.66 (E) of the Ohio Revised Code.
- F. Suspension from school for violation of school or Board rules or regulations shall not exceed 10 days. Kindergarten through eight will be permitted to make up work for credit. It is the responsibility of the student to initiate this. Students in grades nine through twelve, suspended out of school, will be allowed to make up school work for half credit under established late work guidelines.
- G. Repeated suspension for the same offense will be grounds for recommending expulsion.
- H. The decision of the Board of Education may be appealed as is provided by the Ohio Revised Code.
- I. Section 3313.66 (E) of the Ohio Revised Code shall not be construed to require notice and hearing in accordance with divisions (A), (B), or (C) of that section in the case of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for a period of less than 24 hours and is not subject to suspension or expulsion.
- J. Students suspended or expelled are not permitted to attend extracurricular events.

The Administration reserves the right to deviate from the disciplinary actions listed and evaluate a case on an individual basis. This acknowledges there are differences from situation to situation.

LOCKERS

- 1. A student will be assigned a locker.
- 2. A student is encouraged to put a lock on his/her locker.
- 3. The students must use the locks provided by the school (where applicable).
- 4. One is discouraged from leaving money or valuables in a locker.
- 5. An individual's locker may be searched without warning or any reasonable suspicion of prohibited conduct. This search will be done by the building administrator / designee.

PERSONAL PROPERTY

Personal property may be inspected at any time for any reasonable suspicion of prohibited conduct. The search will be done by the building administrator/designee. Failure to comply will result in disciplinary action. This includes cell phones.

STUDENT VEHICLES

High school students who wish to drive to school must obtain parking applications in the school office. Any student, who chooses to utilize said parking areas, will be required to permit the interior of the vehicle he/she owns, operates, or has control of, to be inspected upon the request of a school official for any reasonable suspicion of prohibited conduct. Failure to comply will result in disciplinary action.

Vehicles on school approved property may be searched for reasonable suspicion of prohibited conduct by the building administrator/designee.

MEDICATION

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. **If possible, all medication should be given by the parent at home.** If this is not possible, it will be done in accordance with the following:

1. Only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription drugs to students in school.
2. The school nurse or a designated person appointed by the building principal will supervise and secure the proper storage and dispensation of medication. **The drug must be received in the container in which it was dispensed by the prescribing physician,** or others licensed to prescribe medication.
3. Written permission must be received from the parent or guardian of the student, requesting that the Ashtabula Area City School District comply with the physician's order. The school nurse or other designated person must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug, or other person licensed to prescribe medication.
4. The parent, guardian or other person having care and charge of the student must agree to submit a revised statement signed by the physician or other licensed health care individual who prescribed the drug to the nurse or other designated person if any of the information originally provided by the physician or licensed health care individual changes.
5. No employee, who is authorized by the Ashtabula Area City Board of Education to administer a prescribed drug, and who has a copy of the most recent statement, would be liable in civil damages for administering or failing to administer the drug, unless he/she acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."
6. No person employed by the Ashtabula Area City School Board of Education will be required to administer a drug to a student except pursuant to requirements established under this policy.

Over the counter medications may be administered in **grades 7-12** with prior written consent of the parent along with a waiver of any liability of the District for the administration of medication. Over the counter medication **must be provided in a new/unopened bottle.** Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. **All prescription medication must be delivered to the school by an adult.** The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students. Parents may administer medication or treatment.

HEALTH SERVICES

A school nurse is available at each building on a limited schedule. In case of an emergency, 911 is to be called.

CODE OF CONDUCT FOR STUDENT ATHLETES

Interscholastic Extracurricular Eligibility

Based on a 4.0 grading scale, all students in grades seven through twelve will be excluded from participating in interscholastic activities if he/ she has less than a 2.0 grade point average.

No student will be eligible to participate in interscholastic extracurricular activities if he/she receives more than one failing grade in the immediate preceding grading period.

The Athletic Code of Conduct is designed to be followed by the athlete and the coach. Students should be made aware of the Code of Conduct rules during the month of August and prior to September 15 of each school year. The athletic director and/or coach will clearly explain to all student athletes the reasons and interpretations of the Athletic Code of Conduct prior to the start of each sport season. After September 15, all student athletes will be expected to have knowledge of the Code of Conduct and will be held responsible for following and adhering to the rules **through the end of the school year**. Student athletes are expected to sign in at code meetings and fill out a verification form indicating they understand and agree with the Athletic Code of Conduct rules.

I. CODE OF CONDUCT- The following code of Conduct applies to all athletes regardless of the sport. Violations of this code will lead to disciplinary actions affecting the student's participation in athletics in Ashtabula Area City Schools.

Students are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Students must refrain from any conduct at any time that would reflect unsatisfactorily on him/her or the school. Conduct which would reflect unsatisfactorily on a student or on the school includes, but is not limited to, the following:

- A. A criminal offense or violation of an ordinance having a statutory counterpart.
- B. Possession, use, sale, transfer, distribution or purchase of any controlled substance/intoxicant or drug paraphernalia. Illegal drugs, mood altering substances, anabolic steroids and other performance enhancing substances or prescribed medications used in a manner other than that for which it was prescribed.
- C. Possession, use, sale, transfer, distribution or purchase of any alcohol. (note many non-alcoholic beers do contain alcohol)
- D. Discrimination, hazing, harassment, violence, aggression or threatening behavior to others.

- E. Purchase, use or possession of tobacco products in any form.
- F. Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed or offered.
- G. Representation of themselves or others, inappropriately or unlawfully on the internet. This would include blog sites, on-line profiles, instant messaging, etc.
- H. Vandalism
- I. The athlete is to report to every practice on time unless excused in advance by the coach.
- J. The athlete will conduct himself/herself in a manner which earns the respect of his/her teammates, coaches, peers, school, community and opponents. Profanity, temper outbursts, derogatory statements and gestures, racial/ethnic slurs, harassment/insults at officials, opponents, teammates or coaches are not acceptable conduct.
- K. The athlete must be prepared to receive constructive criticism during practice or athletic events, and still maintain his/her emotional control.
- L. The athlete is expected to follow attendance and school behavior policies of the Ashtabula Area City Schools as defined by the State of Ohio, the Board of Education, and the Administration of the schools. Out-of-school appointments should not be made during practice schedules or scheduled athletic events. Each athlete is required to be in attendance in school the day of an athletic contest to be eligible to participate that day.
- M. The athlete will use the mode of transportation approved by the Board of Education and the School Administration, unless he/she is excused to use another means of transportation by his/her coach. Parental requests regarding different transportation must be submitted in advance to the coach of the athletic contest.
- N. Cheerleaders are considered members of an interscholastic team and must make the same commitment to cheerleading as those who compete on athletic teams.
- O. The primary function of cheerleaders is to lead the crowd in cheers and sportsmanlike conduct, to foster school spirit, and offer courteous treatment to visiting players, spectators, and officials.
- P. Cheerleaders will display good school citizenship, foster it in others, and conform to the Athletic Code of Conduct. The overlapping rule applies here.

VIOLATIONS OF THE ATHLETIC CODE OF CONDUCT MAY LEAD TO THE FOLLOWING PENALTIES:

1. Failure to comply with “A” and “B” may result in immediate dismissal from that particular sport season, or, with the agreement of the coaches, athletic director, and principal. The failure to comply may prevent an athlete from participating in any or all sports in the particular year of violation.

2. Failure to comply with “C” through “P” will result in action being taken that may include suspension from the team for one or more games or contests. A repeated violation of “C” through “P” may result in dismissal from the squad.

SUSPENSION PROCEDURE

The Coach will inform the athlete as soon as possible or practical that he/she is being considered for *Denial-of-Participation*.

- This *Pre-Denial of Participation* hearing must include any and all reasons of the possible *Denial of Participation*
- In each case where *Denial-of-Participation* is being considered, And *Violation of The School Code of Conduct Is Not Involved*, the decision will be made with the Athletic Director and the Coach. However, the final judgment is with the Coach of that particular sport.
- In all *Cases of Denial-of-Participation*, due process will be guaranteed to the student offender. A conference with the student, including parent/guardian, will be held prior to any and all *Denial-of-Participation*. *The Athlete Has the Right to an Appeal With The Athletic Director And The Principal*.

DISMISSAL PROCEDURE

Prior to any dismissal of a student athlete, review of the case will take place in consultation with the Coach, the Athletic Director and the parent/guardian of the student. When a decision is reached, the Coach, in the presence of the Athletic Director, will notify the involved player, and as soon as practical, will inform the parent/guardian of the student.

DISCIPLINE PROCEDURE

Prior to September 1 of each year, all Head Coaches in High School and Junior High School, the Athletic Director and the Principal will meet to establish a procedural system for the discipline of student athletes who fail to comply with Code of Conduct. The administrative process will be uniform among all schools in the District and enforced equitably and fairly.

All disciplinary documentation regarding students will be placed on file in the Athletic Director’s office as part of this procedure.

This disciplinary procedural guide will be reviewed in the spring of each year. Modifications will be made accordingly. Prior to the adoption of any procedural guide, it will be submitted to the Athletic Board for recommendations, and in turn given to the Superintendent for his/her approval.

A copy of the Code of Conduct and eligibility requirements should be distributed to all student athletes prior to participation on any athletic team. All athletes and their parent/guardian will read and sign the Code of Conduct form. The signed copies will be kept on file in the Athletic Director’s office. The distribution and collection of the Code of Conduct will be the prime responsibility of all Head Coaches.

ACCEPTABLE USE AND INTERNET SAFETY POLICY
Student use of computer network - Ashtabula Area City Schools

Ashtabula Area City Schools is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and for use of the Data Acquisition Site that provides Internet access to the School District. It is incumbent on the parent/guardian to review this policy.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions.

I. PERSONAL RESPONSIBILITY

By utilizing district technology equipment, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

All students, unless returning a parent-signed non-use form, will have computer network and Internet access during the course of the school year only. Non-compliance of the Acceptable Use Policy will result in disciplinary action.

III. ACCEPTABLE USES

A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages (as directed in the District's Bylaws and Policies where cyber bullying is explained-[5517.01 BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR](#), paragraphs 4 and 5); offer for sale or use any substance the possession or use of which is prohibited by the School District's

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

2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that allow posting to social networking sites such as Facebook, MySpace and Twitter. Students accessing such sites by intentionally bypassing the district filter will be in violation of this policy.
4. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
5. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet.

C. Netiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

IV. INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

- B. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher.
- C. **“Hacking” and Other Illegal Activities.** It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance is strictly prohibited.
- D. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. **Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; - 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 a lewd exhibition of the genitals; - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. PRIVACY

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES / INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

ADDENDUM TO THE STUDENT ACCEPTABLE USE POLICY

Wireless Access - As AACS begins to deploy wireless network connectivity in its schools, access for non-AACS-owned devices may be approved for use. This approval would come from administration and district technology staff. While connected to the AACS wireless network, the guidelines of this Acceptable Use Policy still apply. AACS reserves the right to search private equipment if there is reasonable suspicion that school policies are being violated, whether or not the equipment is connected to the wireless network. Student personal devices connecting to the AACS network resources are never allowed. Student personal devices connecting to the AACS public network are never allowed without staff approval and supervision.

WIRELESS ACCESS POLICY

Overview

AACS has wireless networking access available in most locations. As additional equipment is obtained, coverage will be expanded and new protocols (e.g., 802.11g) will be added.

Wireless connections provide access to most of the same services as cabled network ports, although performance may be slower, particularly for certain high-bandwidth services such as streaming video. Wireless networks also introduce certain challenges that are unseen or not as prevalent with cabled networks. These require us to adjust our network practices and access policies in order to ensure high quality secured services.

The primary purpose of this document is to outline and explain changes in network access policies that are required to accommodate campus-wide wireless networking. As wireless services further develop, this interim document will be modified by the appropriate campus technology committee(s) and eventually be integrated into the Acceptable Use Policy for AACS contained in the Student Handbook.

Special Challenges Introduced by Wireless

A wireless network requires the installation of wireless access points at numerous locations on campus. Each access point has a limited range and bandwidth. As result, performance of the services offered might be limited. Reasonable and reliable performance requires that we minimize interference by controlling the devices that provide or use wireless services.

Unsecured wireless network devices can create significant security issues not only for other nearby wireless devices, but also for devices attached to our cabled network. For example, a single personal laptop computer with both a wireless card and an Ethernet connection can expose a server containing sensitive data to attacks from hackers. Hackers do not need to be directly connected to the cabled network if they can enter through a wireless interface. The owner of the laptop can be entirely unaware that this vulnerability exists and that his/her system is being used as a gateway.

Policy

- All general policies contained within the current Acceptable Use Policy for AACS Facilities apply to wireless network users.
- Computer user devices (e.g., computers, PDAs) connecting to the AACS network by any means can do so only to provide the end user with access to existing information or with the means to communicate new information via email, web, etc. End users are not permitted use of devices to provide unauthorized services or as gateways to provide alternative means of access to AACS services.
- Only the AACS Technology Department (AACS - TD) is authorized to attach wireless hubs or switches (commonly known as Access Points or AP's) to the campus cabled network. Under no circumstances may personally owned AP's or similar devices be connected to open cabled network ports anywhere on campus.
- Computer users' devices, including personal laptop computers with wireless network interfaces, capable of acting as bridges between wireless and wired networks should not be attached to open cabled network ports unless the wireless interface is disabled. Both cabled and wireless networking capability can be simultaneously active even if the end user is unaware of this. This means that users must actively disable their wireless interfaces (e.g., WiFi cards) before attaching to an Ethernet port.
- AACS - TD will monitor the local wireless network for unauthorized AP's and other unauthorized wireless network devices that pose security risks. A first-time violation of any access policy will result in the wired network port associated with an unauthorized device being immediately disabled without warning.

An attempt will be made to identify the owner of the unauthorized device and inform him/her of the violation. Subsequent violations may result in more serious measures including the extended loss of access to computing services.

- AACS – TD will be responsible for maintaining a reasonable balance between easy access and proper security for all cabled and wireless network services. In certain cases, some cabled network services may be inaccessible from wireless connections because of security considerations. Individuals wishing to request the addition of a particular service for wireless accessibility or an explanation as to why a particular service is unavailable may contact the AACS helpdesk.
- Wireless network access policies will be updated as technologies rapidly evolve. Every effort will be made to inform the community before a change in network administration practices is dictated by a new technology, but advance notice may not always be possible. Providing reliable and secure access to the most critical services for the overwhelming majority of users will be the single most important consideration in determining policies.

PARENT OR GUARDIAN INTERNET NON-USE REQUEST

If a parent wishes for a minor **not** to have access to the Internet, the parent is to sign and return the required form requesting that the student not have access. It is incumbent upon the parent to confirm with the building principal that the form was received.

Student's name

As the parent or legal guardian of the above student, I request that my child be **denied** Internet Access at school.

Building

Homeroom Teacher

Parent or Guardian name(s) (**PRINT CLEARLY**)

Home Phone

Parent or Guardian signature(s)

Date

Address

Email Address

ADOPTED:

REVISED: 6/2010

Legal References: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h],[l])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Ashtabula Area City School District

Dear Parent,

Occasionally there are school activities which merit publicity. Please fill out the form below if you **do not** want to grant the district permission to use the media listed. Failure to return this form will grant the district permission to publish.

Non-Permission Request to Publish Student Work, Photographs and Videos

Student's Name

As the parent or legal guardian of the above student, I request that my child's work, photograph, and any video produced from a school-related activity **not** be published on the District, School's web site, social media, public access television, school newspaper, or school newsletter.

Note that the district will **never** use the child's full name or address with a photograph/video on any of the Internet or televised productions without prior parent permission. Understand that any work, photograph and/or video published cannot be protected against unauthorized uses or copyright violations. The District, the School, and its officers, employees or agents are not to be held responsible for any unauthorized uses or copyright violations arising from the published work, photographs and/or videos. In addition, you must release any claims against the District, the School, and its officers, employees or agents for any damages, awards, claims, or liabilities that may arise from any unauthorized uses of copyright violations of your student's work, photograph, and/or video.

By signing below, the district will **not** include your child's photograph/video or work on any of the above mentioned publications.

There is no need to return this form unless you are not allowing the District and/or the School the rights to publish.

Building	Homeroom Teacher
Parent or Guardian Name(s) (PRINT CLEARLY)	Home Phone
Parent or Guardian Signature(s)	Date
Address	Email Address

AACS CREDIT FLEXIBILITY PROGRAM

Guidelines for Lakeside High School students who wish to pursue supplemental/remedial educational opportunities.

Lakeside High School – Credit Flexibility Program

- A. **Student:** The student must be enrolled at Lakeside High School.
- B. **Options:** Alternative methods to earn credit toward Graduation requirements shall be considered.
- C. Student proposals for the Credit Flexibility Program must be submitted in writing to the Guidance Office prior to the end of the 1st semester of the current school year.
- D. **Methods:**
 - 1.) **Test-out:** Department developed “test-out” assessments can be utilized.
 - 2.) **Portfolio:** Accumulation of work provided by the student, which is reviewed by related department personnel, Principal and Guidance Counselors.
 - 3.) **Other alternative methods:** On-line courses, correspondence, tutoring, independent study and or any other means deemed supplemental/remedial that will enable the student to demonstrate mastery. Department personnel, Principal and Guidance Counselors will approve.
- E. **Grading:** Letter grade or Pass/Fail will be given and credit applied to the student transcript as well as toward Graduation requirements.
- F. **Reserving the Right:** The Administration, Department personnel and Guidance Office does reserve the right to approve or deny proposed options that do not meet an acceptable level of mastery.
- G. **Appeal Process:** If student proposal is not approved; Parents may request an appeal.

The steps for an appeal must be followed:

Level I

- 1.) Meeting with Guidance Counselors and Department Chairperson (approved/denied).

Level II

- 2.) If denied, appeal to Principal (approved/denied).

Level III

- 3.) If denied, an appeal to the Asst. /Superintendent or Superintendent may be requested. At this level, all decisions are final.

- H. **Communication:** This policy shall be publicized through AACS web site (aacs.net) as well as through Lakeside High School’s Student Handbook and Course Description Book.

Annual Notice to Students/Parents Regarding Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Ashtabula Area City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Ashtabula Area City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary. The primary purpose of directory information is to allow the Ashtabula Area City Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and,
- Sports Programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings, or publish yearbooks. In addition, two federal laws require local educational agencies (LEAS) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Ashtabula Area City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the principal of your child's school, in writing, within 15 days of receipt of this notice. Ashtabula Area City Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade Level
- The most recent educational agency or institution attended

ASHTABULA AREA CITY SCHOOLS, SCHOOL-PARENT COMPACT

The purpose of the SCHOOL-PARENT Compact is to build and foster the development of a school-parent partnership to help all children achieve their maximum potential. Parents, the child, and teachers will share responsibility for improved student achievement. It is the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective environment that enables the children to meet the state's student performance standards. Each parent is also responsible for supporting their child's learning such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.

STAFF/TEACHER: The entire staff will share responsibility for improved student achievement. I agree to be responsible in the following ways:

Provide a high quality environment that is safe, encourages learning and helps children achieve state performance standards.

Provide parents with regular and accurate assessments of students' progress in meeting school achievement and performance requirements.

Provide special assistance to parents and students who need it.

Provide structure and clear limits for learning. Respect cultural, racial and ethnic differences and utilize parent volunteers.

STUDENT RESPONSIBILITIES: The students agree to be responsible for improving achievements in the following ways:

Attend school regularly and arrive on time, establish a time for homework. Prepare for class by bringing pencils, paper and books. Study assignments and COMPLETE HOMEWORK.

Respect and cooperate with other students and adults. Respect the personal rights and property of others.

Listen and participate in class. Support and follow ALL SCHOOL & CLASSROOM RULES.

PARENT/GUARDIAN: Communication between teachers and parents is important. As a parent or adult who has responsibility for the child they will attend at least one parent-teacher conference during which this compact will be discussed as it relates to my child's achievement. I will read each progress report and talk to my child about the progress report. I understand that I will have reasonable access to my child's class, and observe classroom activities. I agree to support the learning of my child in the following ways

Seeing that my child is punctual and attends school regularly. Verifying that homework is done for all subjects. Establish a place & time for study.

Support the school in its efforts to maintain proper discipline. Support the school dress code if applicable. Participate in conferences.

Respect all school staff and cultural differences of others. Encourage reading of books. Monitor television time and read with my child.

WELLNESS POLICIES

The Ashtabula Area City Schools Board of Education adopted Wellness and 100% Tobacco-Free Policies. The purpose of these policies are to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating, physical activity and a tobacco free environment.

The Local School Policy part of the Child Nutrition and WIC Reauthorization Act of 2004 requires each school district participating in the National School Lunch Program and/or School Breakfast Program to develop a local wellness policy that promotes the health of students and addresses the growing problem of childhood obesity. The Ashtabula Area City Schools Board of Education, recognizing the important role that schools play in supporting the development of good eating habits and promoting physical activity for our students, staff and community, adopted a new Wellness Policy in March of 2006.

As part of the new policy, foods with high sugar or fat content will be restricted at each of the school buildings in the Ashtabula Area City Schools District. These foods shall contain no more than:

- 35% of calories from fat
- Less than 10% of calories from saturated 0 trans fats
- 35% of calories from added sugars
- 200mg of sodium per snacks and 480 mg per entree

The restriction of foods with high sugar or fat content will also impact teachers, families, PTO and Booster groups as they plan for incentives, rewards, school parties and fundraisers. Snacks, parties and celebrations can still be part of the school day, as long as they are in compliance with the new policy.

School organizations may sell foods and beverage items in accordance with the Board's food service policy (Policy 8500), the District's wellness policy (Policy 8510) and guidelines (AG 8500 and AG 8500A) and with the Principal's approval. All food items and beverages sold to students that will be consumed on the school campus during the school day shall comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. These standards apply to any foods sold to students during the school day, including foods sold as fundraisers. Fundraising items sold as nonfood items or food items that meet the Smart Snacks standards, can be sold anytime. Foods that do not meet the standards cannot be sold to students during the school day. These standards do not apply during non-school hours and weekends.

The AACS Board of Education is committed to providing students, staff and visitors with a tobacco-free environment. For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco in addition to papers used to roll cigarettes. The negative effects of tobacco use for both users and non-users, particularly in the connection of second hand smoke, are well established. Further providing a tobacco-free environment is consistent with role-modeling responsibilities of teacher, staff and community to our students. Any AACS facility owned or leased or contracted for by the Board shall mean all indoor and outdoor facilities, including all buildings, athletic fields and related facilities, playgrounds, **parking lots**, etc.

Contact Information

Lakeside High School 993-2522
6600 Sanborn Road
Donald Rapose, Principal ext. 11032
Patricia Craft, Asst. Principal ext. 11030
Mark Potts, Principal of Secondary
Curriculum ext.11034

Lakeside Jr. High School 993-2619
6620 Sanborn Road
Scott Anservitz, Principal
Michele Boiarski, Asst. Principal
Mark Potts, Principal of Secondary
Curriculum ext. 11034

Huron Primary School 992-1230
2300 Wade Avenue
Valerie Harper, Principal

Ontario Primary School 992-1240
2302 Wade Avenue
Rebecca Evanson, Principal

Michigan Primary School 992-1250
2304 Wade Avenue
Janie Carey, Principal

Erie Intermediate 992-1260
2306 Wade Avenue
Julie Fulton , Principal

Superior Intermediate 992-1270
2308 Wade Avenue
Cristine Rutz, Principal

AACS Early Learning Center 992-1280
2630 W. 13th Street
Lisa Newsome, Supervisor

Board of Education 440-992-1201
2630 W. 13th Street

Superintendent 440-992-1202
Dr. Melissa Watson

Treasurer 440-992-1210
Mark Astorino

Director of Pupil Services 440-992-1204
Lori Witt

**Operations/Business Office/
Facilities/Grounds Buildings
440-992-1207**

Nutrition Services 440-993-2490
Supervisor, Pam Peck

Transportation 440-992-1220
Supervisor, Kim Rogers

Central Registration 440-992-1234

**English as a Second Language (ESL)
993-2522**
Ruth McMullen

Lakeside On Line 440-993-2618
Coordinator, Mark Potts

Gifted and Talented 993-2572
Coordinator, Theresa Clutter

Athletics 440-993-2534
Athletic Director, Mike Cochran

**After School Discovery Programs
440-993-1060**
Director, Linda Coblitz

**For staff email addresses,
Please visit www.aacs.net**



**YOUR HOME MAY CONTAIN LEAD-BASED PAINT
IF IT WAS BUILT PRIOR TO 1978.**

3 WAYS TO PROTECT YOUR CHILD AGAINST LEAD POISONING.

- 1. Have your child tested for lead poisoning.**
 - a. Children 6 months – 72 months of age need to be tested once per year.

- 2. Help your child avoid lead in paint and dust.**
 - a. Keep children away from peeling, flaking and chipping paint.
 - b. Wash your child's hands before eating, sleeping, and after outside play.
 - c. Keep children and pregnant women away from areas, being repaired.

- 3. Make sure your child eats properly.**
 - a. Provide at least 3 meals per day, because empty stomachs absorb more lead.
 - b. Avoid deep fried fatty foods.
 - c. Offer:
 - i. Foods high in calcium
 - ii. Foods high in iron
 - iii. At least one serving of Vitamin C daily

Lead testing is offered twice a month.

Call the Ashtabula City Health Department 440-992-7122, to make your appointment.

COMMUNITY RESOURCES

<p style="text-align: center;">ALCOHOL/DRUG</p> <p>Community Counseling Center Glenbeigh Lake Area Recovery Center Signature Health</p>	<p>440-998-4210 800-234-1001 440-998-0722 440-992-8552</p>	<p style="text-align: center;">LEGAL/MEDIATION</p> <p>Ashtabula County Legal Aid Public Defender's Office Ashtabula County Joint Court Mediation Project</p>	<p>440-576-8120 440-998-2628 440-576-3239</p>
<p style="text-align: center;">MENTAL HEALTH COUNSELING/CRISIS</p> <p>Bair Foundation Community Counseling Center Forensic Center Signature Health Suicide Prevention HOPELINE</p>	<p>440-998-1453 440-998-4210 330-792-1918 440-992-8552 800-577-7849</p>	<p style="text-align: center;">MEDICAL EMERGENCIES</p> <p>Ashtabula County Medical Center St. Joseph's Emergency Unit UHHS – Conneaut UHHS – Geneva</p>	<p>440-997-2262 440-293-6111 440-593-1131 440-466-1141</p>
<p style="text-align: center;">CHILD AND ELDER ABUSE/DOMESTIC VIOLENCE</p> <p>Adult Protective Services Children Services Board Homesafe (Domestic Violence)</p>	<p>440-994-2020 440-998-1811 440-992-2727</p>	<p style="text-align: center;">SHELTER</p> <p>Homesafe (Domestic Violence) Community Action Catholic Charities Red Cross (Disaster Related) Samaritan House (Homeless) Veteran's Service Commission</p>	<p>440-992-2727 440-997-1721 440-992-2121 440-998-1020 440-992-3178 440-992-6014</p>
<p style="text-align: center;">EMERGENCY ASSISTANCE</p> <p>American Red Cross Birthcare Catholic Charities Community Action Conneaut Human Resource Center Country Neighbor DIAL 211 Referral Hotline Dream Center Family and Children First Geneva Human Resource Center Job and Family Services JFS Social Services Salvation Army Spider Web Veteran's Service Commission</p>	<p>440-998-1020 440-964-3260 440-992-2121 440-997-1721 440-593-5273 440-437-6311 211 440-998-3732 440-224-3443 440-466-3048 440-998-1110 440-994-2020 440-992-0276 440-576-4547 440-964-8324</p>	<p style="text-align: center;">INTERPRETOR</p> <p>Rural Opportunities (Spanish)</p>	<p>440-466-0800</p>
<p style="text-align: center;">VICTIMES OF CRIME</p> <p>Rape Crisis Victims of Crime</p>	<p>440-998-2100 440-576-3523</p>	<p style="text-align: center;">SUPPORT GROUPS/ SERVICES</p> <p>Citizen Circle (Prison Re-Entry) Compassionate Friends (Grief) HOLA (Hispanic Women's Org. of Lake and Ashtabula Co.) Hopeline (Crisis and Suicide Hotline) Hospice (Grief) Kinship Care (Families Raising Children of Relatives) NAMI – Ashtabula (Mental Illness) NAMI – Ohio (Mental Illness) NEO Teen Helpline SOLACE (Loss of Loved One Due to Opiate Addiction)</p>	<p>440-992-0276 or 440-992-2121 440-344-2129 440-964-3372 800-577-7849 440-997-6619 440-998-1811 440-998-4210 800-686-2646 800-272-Teen 440-415-9559</p>

