

Delphos City Schools **Student Conduct Code**

INTRODUCTION

Concerns about student discipline and student's rights have presented school officials with serious problems and important challenges during the past few years. Moreover, changing conditions in education and in American society have dictated significant changes in past school policies and practices regarding students' rights and responsibilities. In recent years, the Delphos City School system has developed and adopted many new policies and has updated and amended many of its long-standing policies.

With the passage of Am. H.S. 421, which provides for minimum due process for students, many further changes are being brought about. Committees have spent long hours in research, discussion and debate concerning the problems and policies listed in this handbook. Many hours were spent by students, parents, teachers, administrators and Board members in the preparation of this material.

Every rule in this policy was put there for a good reason. One thing that every student should keep in mind is that there are many students in our schools. Each of these students has a right to an education. If one student acts in a way which disrupts a school or classroom, then he is interfering with the rights of others, and this type of conduct cannot be tolerated.

I desire to encourage all students, parents and school personnel to read this handbook carefully. Students and staff would also be well advised to pick up this handbook carefully. Students and staff would also be well advised to pick up this handbook often and re-read it to remind themselves what is in it.

Finally, I would add that this handbook represents, until officially changed, official School Board policy on student conduct in the Delphos City School District.

STUDENTS' RIGHT TO AN EDUCATION

The right of every Ohio resident between the ages of six and twenty-one to get a free public education has been clearly established by Ohio law and reaffirmed time and time again by Ohio courts.

The Ohio Revised Code provides that "the Board of Education in each city, exempted village, local and joint vocational school districts shall provide for the free education of the youth of school age within the district of its jurisdiction." The Delphos City Schools, as one of Ohio's 617 school systems, and the Board of Education, entrusted with the responsibilities of running this school system in accordance with State Statutes, recognize their responsibilities to the citizens of the Delphos School District. The Ohio Revised Code authorizes Boards of Education to make rules and regulations that are NECESSARY for maintaining order in its school. The courts have emphasized the point that these regulations be REASONABLE.

This policy describes what are felt to be reasonable, just and necessary regulations for maintaining order in our schools. The rights and responsibilities of students and the processes of enforcement at the disposal of school administrators.

COMPULSORY SCHOOL ATTENDANCE

Section 3321.01 of the Ohio Revised Code states that "A child between the age of six and eighteen years is of compulsory school age." Section 3321.03 of the Ohio Revised Code provides in pertinent part that "Every child of compulsory school age who has not been determined to be incapable of profiting substantially by further instruction shall attend a school which conforms to the minimum standards prescribed by the State Board of Education until one of the following occurs:

1. The student receives a diploma granted by the Board of Education indicating that he or she has completed the high school curriculum;
2. The student receives an age and school certificate as provided in Section 3331.01 of the Ohio Revised Code;
3. The student is excused from school under standards adopted by the State Board of Education pursuant to Section 3321.04 of the Ohio Revised Code.

State law provides very little, if any, flexibility for local school boards as far as compulsory school attendance is concerned. With very few exceptions, such as those listed above, all children between the ages of six and eighteen must attend school. The primary burden of responsibility, of course, rests with the parents. Section 3321.04 of the Ohio Revised Code provides in pertinent part, "Every parent, guardian, or other person having charge of any child of compulsory school age who is not employed under an age and schooling certificate and who has not been determined to be incapable of profiting substantially by further instruction, must send such a child to school."

Proof of residency may be required to the satisfaction of school officials before a student is admitted or to remain thereafter.

DISRUPTION OF SCHOOL

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, or any conduct intentionally which would cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall he engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption is reasonably certain to result.

Neither shall he urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction, or any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his urging.

While this list is not intended to be exclusive, the following acts—when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process, or function of the school—illustrate the kinds of offenses encompassed here: (1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use; (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from or use of, the building or corridor or room; (3) setting fire to or damaging any school building or property; (4) firing, displaying, or threatening use of firearms, explosives, including fireworks, or other weapons on the school premises for any unlawful or unauthorized purpose; (5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus; (6) preventing students from attending a class or school activity; (7) except under the direct instruction of the Principal, blocking normal pedestrian or vehicular traffic on a school campus; and (8) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his class.

SCHOOL VIOLATIONS

A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized personnel during any period of time when he is properly under the authority of school personnel.

A student shall not enter any school building during school days other than the one to which the student is presently assigned.

The following activities are not acceptable and will be dealt with accordingly:

- a. Insolence or disrespect of any kind.
- b. The possession of inappropriate reading materials or pictorials in school.
- c. Hand-holding and other displays of affection.
- d. Rowdy behavior or running in the building.

- e. Leaving school without permission.
- f. Use of profane or indecent language.
- g. Any conduct contrary to decent, polite, honorable, and honest standards.
- h. A student shall not threaten another person with bodily harm.

Students may be suspended or expelled for violations or continued violations of the above.

DISCIPLINE PROCEDURES

Proper discipline is necessary in schools in order to create and maintain an atmosphere conducive to learning. Discipline should be used for no other reason.

The building principal is charged with the proper enforcement of discipline in the total school setting. He has the discretionary authority to use or to authorize other certificated personnel to use any or all of the following disciplinary measures to correct student behavior:

1. Conferences
 - a. Student-teacher conference
 - b. Student-teacher-administrator conference
 - c. Student-administrator conference
 - d. Parent-teacher conference
 - e. Student-parent-teacher conference
 - f. Parent-teacher-administrator conference
 - g. Student-parent-teacher-administrator conference
 - h. Parent-administrator conference
 2. Referral to counselor.
 3. Referral to psychologists.
 4. Referral to social agencies.
 5. Tasks assigned as disciplinary action for inappropriate actions.
 6. Clinical conference (all staff members associated with student).
 7. Clinical conference with parent.
 8. Temporary removal from a specific class.
 9. Permanent removal from a specific class.
 10. Detention, or Saturday School, at the discretion of the Principal.
- Each teacher is expected to maintain firm, understanding, and courteous discipline.
- a. The following modes of punishment are regarded as unobjectionable:
 - Reproof, kindly and properly administered in private and only before other students when necessary to the occasion.
 - Deprivation of privileges.
 - Restraint.
 - b. These methods of punishment will not be proper:
 - Contemptuous language.
 - Mass punishment.
 - Reproof or any punishment administered in anger.
12. Suspension.
 13. Expulsion.

It is recommended that the Superintendent and Board of Education give its unqualified authority to the building administrators in enforcing the stated policies. The building administrator, if acting within the guidelines of the stated policy, must have the unqualified support and ratification of the Superintendent and Board of Education.

TOBACCO/ALCOHOL/DRUG GUIDELINES

TOBACCO AND TOBACCO PRODUCTS GUIDELINES

A student shall not knowingly possess, use, or transmit tobacco, tobacco products, or lighters within any school building, on school property, or at any school sponsored function.

Penalties:

- First Offense: Suspension of three days and a parent conference, or assignment to Saturday School in lieu of suspension.
- Second Offense: Out of school suspension for five days and a parent conference.
- Third Offense: Out of school suspension for ten days and a recommendation for expulsion.

Students found in violation of this rule may be given the opportunity to attend highly structured smoking cessation classes in lieu of the full school penalty. This alternative will be afforded to the student contingent upon the following:

1. The classes are offered.
2. Recommendation from the Principal or his/her designee.

ALCOHOL AND DRUG GUIDELINES

***Exhibit evidence of use**

Manifesting one or more signs of alcohol and/or drug misuse such as: odor on the breath, staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior unusual for the particular student which there is not other apparent explanation.

****Prescription drug**

When the student's use of prescription drugs**has been authorized by a licensed physician, the Principal or his/her appointed representative should be notified and written permission must be received from the parent(s) or legal guardian(s) of the student requesting that the school district comply with the physician's order.

The use of nonprescription (over-the-counter) drugs also requires written permission. The Principal or his/her representative should be notified and written permission must be received from the student's parent(s) or legal guardian(s) requesting that the nonprescription medication be administered by the school nurse or his/her designee. All medication is to be kept secured and out of reach of students.

Use of a drug authorized for the student by a medical prescription from a licensed physician shall not be considered a violation of the rule so long as the parent's statement, signed physician's statement, and prescription label is presented to the Principal's office, and the medication is taken in accordance with the physician's prescription. If the student exceeds the prescribed dosage, the disciplinary action described shall be carried out.

Possession

Under the control of the person; located on or about the person. (Includes, but not limited to: purses, wallets, lockers, desks, etc...).

Selling

Distributing drugs:

- a. For use and/or;
- b. For profit.

School personnel may make a distinction between the two situations.

School property/Jurisdiction

1. Any place on school grounds, or in the school itself at any time including school activities, functions, or events.
2. Off school grounds at school activities, functions, or events.
3. On Board owned vehicles or Board rented carriers.

GUIDELINES FOR CURRICULAR AND

EXTRA-CURRICULAR ACTIVITIES

Students of Delphos City Schools shall be encouraged to form and participate in a variety of extra-class organizations as a means of broadening their educational experiences. Student organizations that conduct activities on school premises must be authorized to do so by the Principal and must have faculty supervision. Students not attending Delphos City Schools are not permitted to attend any curricular or extra-curricular activity unless approved by the sponsor.

Extra-curricular activities are an extension of the school day and therefore student conduct at school sponsored events is subject to all provisions of the Student Conduct Code.

The activities of students in non-school functions outside the normal school hours and off school grounds shall not be the responsibility of the school, and no student shall be penalized because of his activities in such outside organizations.

Students shall have the right to meet in groups and use school facilities for such meetings and programs under the following regulations:

1. Students shall have the right to assemble if the following conditions are met:
 - a. All provisions of this policy are adhered to.
 - b. All school regulations or policies are met.
 - c. Student conduct at the meeting is orderly and peaceful.
 - d. There is no violation of ordinance or law.
 - e. Students will assume full responsibility as a group and as individual members of society for their actions.
2. All club or group meetings of any kind shall be scheduled with the school office.
 - a. Regular club meetings should be scheduled at the start of the school year.
 - b. Special club meetings are to be scheduled in advance, with proper notice being given to all students.
 - c. All clubs or meetings must have an adult sponsor, preferably a school staff member or an adult approved by the administrator of the school. The teacher in charge should be the first person in the building and the last person out. The teacher or sponsor is responsible for the school security.
 - d. Student meetings of an urgent or emergency nature will be held only with the Principal's written permission and the availability of proper facilities and supervision at the time requested.
 - e. All clubs and activities shall be nondiscriminatory where applicable and shall abide by all aspects of the Civil Rights Law.
 - f. All regular school assembly programs will be scheduled during the school day and will be planned and directed under proper supervision.
 - g. The right to assembly in a Board of Education controlled facility is subject to careful restriction where the exercise of this right will substantially interfere with rights and freedoms of other citizens. When in the judgement of the responsible officials concerned, there will be infringements on the rights of other citizens, requests for permission to assemble in Board of Education facilities may be adjusted to meet mutual demands, or the request may be denied in its entirety.
3. Impromptu or spontaneous assemblies of students called for the specific purpose of disrupting the educational process during regular school hours is prohibited.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY AND PRIVATE PROPERTY

A student shall not intentionally cause or attempt to cause damage to property or steal or attempt to steal property either on the school grounds or during a school activity, function, or event off school grounds.

Damage or theft involving any property shall be a basis for disciplinary action, including suspension or expulsion from school, and parents or guardian will be required to make restitution. Schools may not be held responsible, legally, for damaged, stolen, or lost property or determine the party or parties responsible for the damage done. Parents will be notified in the case of stealing at school. Students should use all precautionary measures to discourage theft. For students with serious problems in this area, the school psychologist and other proper officials will be informed.

DANGEROUS WEAPONS IN THE SCHOOLS

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in U.S.C.A. Sections 921-924), which includes but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having any explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from possessing a firearm on school property, in a school vehicle, or to any school-sponsored activity. If a student possesses a firearm on school property, in a school vehicle, or to any school-sponsored activity, the superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State Law.

Students currently on expulsion in another school for Dangerous Weapons violations will be denied admission to the Delphos City Schools where the term of the expulsion has not expired.

Students are also prohibited from possessing knives on school property, in a school vehicle, or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student possesses a knife on school property, in a school vehicle, or to any school-sponsored activity, the Superintendent shall expel the student from school, with the same expulsion implications as noted.

Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs, or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or community members, may be subject to expulsion.

PHYSICAL ABUSE OF A STUDENT OR OTHER PERSON NOT EMPLOYED BY THE SCHOOL

A student shall not intentionally do bodily injury to any person:

1. On the school grounds during and immediately before or immediate after school hours.
2. On the school grounds at any other time when the school is being used by a school group, or:
3. Off the school grounds at any school activity, function, or event.

PHYSICAL ASSAULT CASES INVOLVING SCHOOL EMPLOYEES

1. When a physical assault occurs, the employee has the right to defend himself and/or obtain assistance.
2. A student shall not threaten bodily harm to any employee.

3. The Principal shall be immediately notified to call the police, parents, and the Superintendent. If the Principal is not available, the employee may call the police.
4. A student who physically assaults a staff member of the Delphos City Schools will be suspended immediately by the Principal. The student may be recommended for expulsion in accordance with law.
5. The Delphos City Schools shall fully support the school employee if assaulted while in the performance of assigned duties when operating with Board policy.

EXCUSED AND UNEXCUSED ABSENCE

Students will receive UNEXCUSABLE ABSENCES for the following:

- a. Truancy for any reason.
- b. Leaving school without permission.
- c. A maximum of one half day excused absence will be granted to students for doctor, dental, or driver examination appointments. Any appointments requiring additional time must be approved prior to the absence by the Principal.
- d. Students will be counted tardy in the morning up to 9:30 A.M., and students will be counted tardy in the afternoon after 1:30 P.M. Between the hours of 9:30-1:30, students will be counted as one-half day absent.
- e. Students may be absent five days per school year based on a note from home. Afterwards, building principals may request a doctor's note to qualify for an excused absence due to illness.
- f. When a semester exam is missed, a student may take the exam at a time designated by the teacher for credit.

Excused absences may be issued for the following:

1. **Personal illness** – Physician's certificate may be required.
2. **Doctor's appointment**, dental appointments, court appearances, and driver license tests. **Proof of such appointment shall be required.**
3. **Quarantine** of the home.
4. **Death** of a relative. Limited to 5 days unless reasonable cause may be shown by the child for a longer absence.
5. **Illness** in the family.
6. **Vacation** – Students who go on vacation with their parents or guardian during the school year are required to make up all work missed while they are gone. Students and/or their parents or guardians must notify the building principal of their intent to go on vacation in advance of the intended vacation so that assignments can be made and completed in advance when possible. When doing assignments in advance is not possible, students will have the same number of school days as vacation days plus one additional day, to submit classwork and complete tests, to the satisfaction of the teacher.
7. **College Visitation** – The maximum number of days for college visitation during the junior and/or senior year will normally be two days, but the Principal has the authority to grant additional college visitation days at his discretion. Any part of a day will count as one college visit.

To receive an excused absence:

A valid written excuse from the parent or guardian will be required verification. The absence will be considered unexcused until the parent or guardian has contacted the Principal or the Principal's designee. This contact must be made within 48 hours or the unexcused absence will stand. Notes from parents may or may not be accepted at the Principal's discretion. The student may be required to have a medical doctor's excuse for any or all absences in order to have the absence counted as excused.

In the case of excused absences, students will have the same number of periods/days they were absent, plus one period/day, to make up the work missed. For example, if a student misses two periods/days of a class, that student will have three periods/days starting the period/day he returns to class, in which to make up all work missed. Failure of the student to make up the work in the time allowed will result in zeroes for the work. If a test was assigned while the student was absent, the one period for each period absent, plus one period/day for each period/day absent, plus one period/day, policy will be in effect. A teacher or principal may grant an extension of time for make-up at his discretion if he feels there are extenuating circumstances.

Unexcused absences include:

1. Oversleeping
2. Car trouble
3. Missing the bus
4. Shopping
5. Hair, beauty shop, or tanning booth appointment
6. Babysitting
7. Suspension from class or school
8. Expulsion from class or school
9. Truancy
10. Other absences not listed as excused.

A student is expected to complete all work assigned or due during an unexcused absence and turn it in to each teacher.

GAMBLING/GAMES OF CHANCE/BETTING

Gambling is prohibited on school premises and debts incurred as a result, would not be collectable.

ANTI-HAZING/BULLYING

It is the policy of the Delphos City Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does NOT lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

SEARCH AND SEIZURE

Locker search: Section 3313.20 authorizes a Board of Education to adopt and post in a conspicuous place a notice that lockers are the property of the Board of Education, and that the lockers and the contents thereof are subject to random searches at any time, without regard to any reasonable suspicion.

ENTERING SCHOOLS

No student should enter any school building that they do not attend regularly unless on official business, and then, first stop in the Principal's office to receive permission. Bus students will be permitted in the Middle School only in case of inclement weather, at a place designated by the school principal.

POLICE QUESTIONING AND APPREHENSION

Schools should cooperate with law enforcement agencies in the interest of the welfare of all citizens. Concurrently, the school must protect the welfare of the students and parents while the students are at school or a school-sponsored activity.

1. If it is necessary to interrogate in school, parents may be notified prior to questioning, except in cases of suspected child abuse, or where notification may put the student in danger.
2. The Principal or his designee should be present at all times during the questioning of students.
3. Any interrogation should be done in private, in strict confidence, preferably in the privacy of an office.
4. A student shall not be released from school unless a warrant for the student's arrest, or an order signed personally by the Judge of the Children's Court is presented.

REFUND OF STUDENT FEES/NO FEE POLICY-FREE & REDUCED LUNCH

If a student withdraws from a class during the first week of the class, 75% of the fees will be returned; during the second week – 60% of the fees will be returned. After two weeks, a student may not initiate withdrawal from a class, including Vantage Joint Vocational School.

OTHER SIMILAR TYPES OF CONDUCT NOT SPECIFIED IN SCHOOL RULES

The purpose of this handbook has been to set forth specific kinds of actions that are permitted and not permitted within the Delphos City School System. At certain points in time, cases may arise of which there are no specific rules. With the help of the teachers, administrators, parents, students and the community, we hope that a feeling of good faith, and professional judgement can exist in all non-covered cases. It will be the intent of the school to enforce rules that relate directly to the achievement of a sound educational purpose and program for our schools. Any school regulations must have a reasonable connection with the successful operation of the educational system and with the maintenance of school discipline.

ATTIRE

Attire which is contrary to decent and polite standards in the judgement of the Principal will not be allowed.

Shorts may be worn to school in the months of August, September, October, April and May.

Student Dress

The following code has been established for dress and appearance for the Delphos City Schools. While dress and appearance codes must be flexible due to changing styles, any type of dress or grooming that distracts from the education process or causes concern for the health, safety, or general well being of the students will be considered improper. This dress and appearance code reflects the values and standards of our community. This dress code will be strictly enforced, and students and parents are expected to be familiar with the code and govern themselves accordingly. Students should consider the following questions when dressing for school or a school related event:

- Does my clothing expose too much?

- **Does my clothing advertise something that is prohibited to minors?**
- **Would I interview for a job in this outfit?**
- **Are there obscene, profane, drug-related, or inappropriate messages on my clothing?**
- **Am I dressed appropriately for the weather?**

The following dress code will be followed in the Delphos School System:

- Appropriate under garments must be worn and not visible.
- Shoes must be worn at all times and be of the style not to pose a safety hazard.
- Dark glasses are not permitted unless prescribed by a doctor.
- Any apparel inscribed or that contains obscene or profane words or pictures, references to drugs, alcohol, tobacco, or sexually suggestive materials are unacceptable.
- The following guidelines govern dress in the Delphos City Schools:
 - Tank tops/Muscle shirts, Spaghetti Straps are not acceptable unless a shirt is worn underneath.

*Any top, blouse or shirt that does not tuck in must be long enough to cover the belt of the pants or shorts. Garments that are see-through or cut low are unacceptable. **No stomach or lower back may be visible at any time, seated, standing or stretching.**

- Pajama bottoms and boxer shorts are not permitted.
- Bare midriffs, halter tops, tube tops are not permitted.
- Caps, hats, bandanas, and scarves are not to be worn during the school day unless approved for a special day.
- All pants/shorts/skirts/bottoms must fit around the waist when fastened. Sagging bottoms are not permitted.
- Short shorts or short skirts are not permitted. The length of shorts, skirts, or dresses must be longer than your fingertips when hanging your arms loosely down your sides.
- Chains, excessive buckles, excessive zippers and sharp objects dangling from clothing are not allowed.
- Clothing needs to be neat, clean, and free of odor.
 - * A student may not wear stained, torn, or tattered clothing.
 - * Clothing containing holes in the garment may not be worn.
 - * Clothes that drag on the ground are not permitted.
- Hair dye and make-up must be of natural color.

Body Jewelry and Attire

For health and safety reasons and to avoid the disruption of the educational process, the following guidelines have been established in regards to piercings and jewelry.

- Body piercings will only be limited to the ears during the school day or at a school related event. (Examples of inappropriate piercings are, but not limited to, eye brow, lip, and tongue.)
- Wallet Chains are not permitted.
- Chains for wrist or neck may not have sharp objects and links may not be more than ¼ inch in width.
- Sharp objects are not permitted on clothing.
- Inappropriate tattoos must be covered up.
- Inappropriate writing on skin/clothing will not be allowed.

Since no code can be all-inclusive, the final decision on appropriate dress shall rest with the administration.

Consequences for dress code violations:

1st Offense: Asked to change with verbal reprimand.

2nd Offense: Asked to change and issued a detention.

3rd Offense: Asked to change and Saturday School issued.

After 3rd Offense: Asked to change and discipline to be determined by Administration.

VACATION POLICY

Students must notify the building principal prior to vacation.

Students will have the same number of school days as days of vacation, plus one additional day, to submit classwork and complete tests, to the satisfaction of the teacher.

SPECIAL RULES OF CONDUCT ON SCHOOL BUSES

Pupil transportation in Ohio is covered by the Revised Code of Ohio enacted by the Legislature and regulations adopted by the State Board of Education in accordance with the administrative procedures, acts, and written policy of the district Board of Education.

The school bus driver shall be in charge of the bus at all times and shall be responsible for order. Disorderly conduct shall be sufficient reason for refusing transportation service to any pupil. Whenever it becomes necessary to refuse a pupil transportation, the school authorities shall notify the parents in writing of such refusal with a full explanation.

First Offense: Until such time as the school authorities have received assurance from the parents of future good conduct on the part of the pupil, and the bus driver has been so advised, the Board shall not permit the pupil to board the bus.

Second Offense: Five (5) day suspension from riding the bus.

Third Offense: Expulsion or additional suspension from riding the bus.

School buses may be used to transport pupils to and from any event that is a planned part of the classroom or the educational program. Final judgement of the educational nature of the trip shall be made by the school Superintendent.

Students will not be transported to any location other than their residence without a note to the Principal from the parent or guardian, and the bus driver is so notified.

STUDENT ATTENDANCE ACCOUNTING

(MISSING AND ABSENT CHILDREN)

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A pupil, at the time of his/her initial entry to school, shall present the person in charge of admission a copy of his/her certificate of birth and copies of those records pertaining to him/her maintained by the school that he/she most recently attended. If the student does not present copies of the required documents, the Principal shall notify the police department having jurisdiction in the area where the student resides of this fact and of the possibility that the student may be a missing child.

The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide the assistance it can to parents and guardians with this responsibility.

Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The Principal or his designee is also required to notify a student's parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent from school. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

The Board shall designate the Superintendent to develop Informational Programs for students, parents, and community members relative to missing children issues and matters.

ADMINISTERING MEDICINES TO STUDENTS

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 medications should be given by the parent at home. If this is not possible, parents may come to school to administer medications only when no alternative is available. In this circumstance, if a student is required by a physician's order to take medication during the school day, the procedures listed below will be followed:

Pursuant to O.R.C. 3313.713 A.M.S.B. 262, the following rules will be followed:

1. All school personnel must be informed that the administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
2. The Principal or his appointed representative will supervise the storage and dispensing of the medications in the absence of the school nurse. All medications will be secured and out of reach of students.
3. Written permission must be received from the parent or guardian of the student, requesting that the school district comply with the physician's order. A separate written order must be given by parents or guardian for each medication and for each illness.
4. Medications should be brought to school by the parent or guardian and should be appropriately labeled by the pharmacy or the physician with date, student name, dosage, and the time intervals. Emergency number for the physician must be listed and any special instructions of the physician.
5. Accurate records must be kept of all medications administered to students by school personnel.
6. The school nurse will be the consultant and will be contacted when there are any questions about the type of drug, its administration or possible side effects. At no time will medication be administered or taken at school when there are unanswered questions.
7. New request forms must be submitted for each school year and as necessary for any change in medication order.
8. When it has been agreed by the parent and the school that the student is mature enough to administer his or her own medication, the school need only be concerned about written release from parent and control of the drug.
9. School will keep on file all parental requests and physician's orders.

The intent of these procedures is to ensure that no medications will be taken at school without administrative approval. This includes prescription and non-prescription drugs, the only difference being that the administering of prescription drugs requires a physician's and a parent's statement, the administering of non-prescription drugs requires only the parent's permission.

The role of the school will be one of cooperation with parent and student. The school will dispense medication only if there is no other feasible way and all of the above guidelines have been followed.

SUSPENSION AND EXPULSION

Suspension or expulsion of students from school may result from the violation of any school rule. The type of violation and the seriousness of the violation will be determined by the proper school official or officials.

Suspension

1. The Superintendent or Principal must give the pupil actual written notice of the intention to suspend; and

2. The pupil must have the opportunity to appear at an informal hearing before the Principal, Superintendent or Superintendent's designee to challenge the reasons for intended suspension or otherwise to explain his actions.

If the administrator determines as a result of the hearing that the pupil should be suspended, then within twenty-four hours of the suspension, the parent, guardian or custodian of the student must be notified in writing. The notice must include the reasons for a suspension and the right of the pupil, parent, guardian, or custodian to appeal the action to the Superintendent as the Board of Education's designee to hear appeals in suspension cases, the right to be represented in the appeal hearing, and the right to request that the hearing be held privately (that is, with only the parties directly involved, their representatives, and any witnesses in attendance).

The required notice, hearing and right to appeal need be given only where suspension is contemplated. In case of "normal disciplinary procedures" in which a pupil is removed from a curricular or extra curricular activity for a period of less than twenty-four hours and is not subject to suspension or expulsion, the due process requirements do not apply. Presumably, the administrator can conduct an investigation of a particular incident and give written notice and a hearing when he or she concluded that a suspension or expulsion may be warranted.

Students assigned to in-school suspension shall report no later than 7:50 A.M.

Emergency Removal

If the student's presence "poses a continuing danger to persons or property or ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises," then:

1. The Superintendent, Principal, or Assistant Principal may remove the student from curricular or extra-curricular activities or from the school premises.
2. A teacher may remove the pupil from curricular or extra-curricular activities under his supervision but not from the school premises altogether.
3. If a teacher makes an emergency removal, the reasons for the removal must be submitted to the Principal as soon as practicable thereafter.
4. If the Superintendent or Principal reinstates a student removed by a teacher prior to the hearing following removal, reasons in writing must be given to the teacher upon request.
5. A hearing must be held as soon as practicable after the removal, but within seventy-two hours after the initial removal is ordered.

Written notice of the hearing must be given to the pupil as soon as practicable prior to the hearing. The hearing must be held in accordance with either the suspension or expulsion procedure depending on the probably action that will be taken. An important additional requirement is that the person who ordered, caused, or requested the removal must be present at the hearing.

Expulsion

Since a suspension is a removal of a student for ten days or less, by implication an expulsion is any removal of more than ten days duration. Only a Superintendent of Schools may expel a student. When a Superintendent wishes to expel a pupil, the following procedures must be utilized:

1. The Superintendent must give written notice to the pupil and his parent, guardian, or custodian. The notice must include the written reasons for the intended expulsion and that the pupil and his parent, guardian, custodian, or representative have the opportunity to appear before the Superintendent or his designee to challenge the expulsion or explain the pupil's action. The notice must state the time and place to appear which must be not less than three nor later than five days after the notice is given unless the Superintendent grants an extension of time.
2. The pupil or his parent, guardian, custodian, or representative may request an extension of time and the Superintendent may grant the request. If an extension is granted, the Superintendent is required to notify the pupil and his parent, guardian, custodian or representative of the new time and place.

3. A hearing is held before the Superintendent or his designee at the appointed time and place. The pupil, his parent, guardian, custodian or representative is given the opportunity to defend against the charges.
4. Written notification of the decision and the right to appeal to the Board of Education or its designee is required, as it is for a suspension. The notice must include the reasons for the expulsion, the right to be represented in the appeal, and to request the hearing be held in executive session.

Appeal

A student, his parent, guardian, or custodian may appeal a suspension to the Superintendent as the Board of Education's designated hearing officer, or may appeal an expulsion to the Board of Education's designated hearing officer, or may appeal an expulsion to the Board of Education or its designee. In expulsion cases, the Board of Education may either review the case itself or appoint a hearing officer to act in its place. As previously noted, the student has the right to "representation" at the hearing. At the request of the pupil, his parent, guardian, custodian, or attorney, the hearing will be held in executive session by the Board of Education or privately by the Superintendent in suspension cases or other designee of the Board of Education in expulsion cases. Formal action by the Board of Education after an appeal hearing which it conducts may only be taken in a public meeting. The Superintendent in the case of suspensions and designee of the Board of Education in expulsion cases may affirm the suspension or expulsion, order the pupil reinstated and/or reverse, vacate, or modify the decision which is appealed. Likewise, the Board of Education in an expulsion case in which it hears the appeal, may by majority vote affirm, reverse, vacate, or modify the decision appealed to it, including reinstatement of the pupil if it deems reinstatement appropriate.

SATURDAY SCHOOL

Philosophy: The Saturday School is an attempt to provide an intermediate disciplinary alternative to suspension and/or expulsion. It is not intended to eliminate the use of suspensions or expulsions when behavioral circumstances warrant a more severe disciplinary action.

Saturday School is a positive attempt to encourage behavioral change without invoking the academic penalties that accompany a suspension or expulsion. This will be used for both MAJOR and MINOR MISCONDUCT.

Saturday School shall be in session from 8:00-11:00 A.M. for students in grades 4-12, and from 8:00-9:30 A.M. for students below grades 4. As scheduled by the building principals.

Governing Rules:

1. Students must be in the room and in their seats by 8:00 A.M., and remain the entire assigned time.
2. Students must bring school books and school work and be prepared to be engaged in constructive educational activities for the entire period of attendance.
3. Students will not be permitted to leave the room for any reason.
4. Students are strictly prohibited access to any other part of the school either prior to the beginning of school or after school.
5. Students may not sleep.
6. Students will not be permitted to socialize and will be encouraged to maintain conditions conducive to good study habits.
7. Radios, Walkmen, and other electronic devices are strictly prohibited.

STUDENT WITHDRAWAL FROM SCHOOL –

LOSS OF DRIVING PRIVILEGES

When the Superintendent of Delphos City Schools receives information that a student of compulsory school age has withdrawn from school, the Superintendent must within two weeks after the withdrawal, notify the registrar of motor vehicles and the juvenile judge of the county in which the school district is located. Such notification is not necessary if a student has withdrawn because of a change of residence, or the student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

After receiving such information from the Superintendent the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under Ohio Law.

In accordance with Ohio Law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he resides.

STUDENTS HABITUALLY ABSENT – LOSS OF DRIVING PRIVILEGES

When the Superintendent of Delphos City Schools receives information that a student of compulsory school age has been absent with legitimate excuse for more than 10 consecutive days, or a total of at least 15 days in any term or semester the following procedure will apply:

1. The Superintendent will notify, in writing, the student and his parent, guardian or custodian and state that information regarding the student's absences has been provided to the Superintendent, and as a result of that information, the student's driving privileges will be denied. Such notification will also state that the student and his parent, guardian or custodian may appear before the Superintendent or his designee to challenge the information provided to the Superintendent.
2. The notice from the Superintendent to the student must include the scheduled time, place and date of the hearing, which must be scheduled between three and five days after the notification is given. An extension may be granted by the Superintendent upon the request of the student, parent, guardian or custodian. The Superintendent must then notify the student, and the parent, guardian or custodian of the new hearing time, place and date.
3. At the hearing before the Superintendent or designee, the student will have an opportunity to present evidence that he has not been habitually absent without legitimate excuse. Ohio law defines "legitimate excuses" for absence from school to include, but not be limited to: 1) enrollment in another school or school district in Ohio or another state, 2) possession of an age and schooling certificate, 3) bodily or mental condition that prohibits attendance under O.R.C. 3321.04, or 4) participation in a home instruction program under O.R.C. 3321.04.
4. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent must notify the registrar of motor vehicles and the juvenile judge of the county. Such notification must be given to the registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences, or, if a hearing for the student is held, within two weeks after the

hearing.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

NARCOTICS, ALCOHOLIC BEVERAGES AND DRUGS – LOSS OF DRIVING PRIVILEGES

A student will not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, dangerous drug, narcotic or any substance that causes physical or mental change.

Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in which he resides.

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY

This document constitutes the School District's Computer Network and Internet Acceptable Use Policy ("Policy"), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

1. Definitions. For purposes of this Policy,

- the term "Network" shall mean the District's group of interconnected via cable and/or wireless computers and peripherals, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.

- the term “Use” of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.
2. **Purpose and use:** The School District is providing Users access to its Network to support and enhance the educational experience of students and to facilitate work duties of employees. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with a staff member or system administrator to be informed whether or not a use is appropriate.
 3. **Users Bound by Policy in Accepting Access:** The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether or not a copy was received and/or signed for by the User.
 4. **Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform a staff member or system administrator immediately. Any improper use of your account, even if you are not the User, is your responsibility.
 5. **Reporting Misuse of the Network:** Users must report any misuse of the Network to a staff member or system administrator. “Misuse” means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person’s property.
 6. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search related to the violation and seizure for a period of up to thirty (30) days.

- 7. Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct (or if an employee, of the contract of employment), and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement, or up to termination and referral to law enforcement for employees. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies. Disciplinary action relating to employees is always subject to the provisions of any applicable collective bargaining agreement.
- 8. Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (e-mail) and other forms of electronic communication (including instant messaging of all forms and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
- 9. Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm.
- 10. District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to a staff member or system administrator. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of a staff member or system administrator. You may be held financially responsible for the expense of any equipment repair or replacement.

11. Unacceptable Uses of the Network: All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following

-- **OFFENSIVE OR HARRASSING ACTS:** Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.

-- **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.

-- **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to "hack" into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, "repairing," reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.

-- **USE OF OUTSIDE SERVICES:** All e-mail, document storage, blogs or any and all other services must be provided by the School District on its Network. The use of other providers of such functionality or storage (such as Google or Yahoo) through the Network is prohibited. Outside e-mail systems may be used for personal e-mail, subject to the loss of privacy rights

as stated in this Policy. Use of such systems for District business is prohibited.

- **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.

- **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.

- **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational or work project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational or work project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time or designated work time.

- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business.

- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Delphos City Schools for the conduct of students and employees in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier.

12. Specific Limits on Communication Over the District Network:

- ***Expressing Opinion:*** The Network has been created at public expense and exists for purposes relating to education and administration. It does not

exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.

-- ***Personal E-mail:*** Limited personal use of District e-mail by employees to communicate with family, friends, and colleagues who are willing recipients is permitted as a personal convenience, but must not impact paid work time and is subject to all of the provisions of this Policy. Misuse of the privilege is prohibited, and includes but is not limited to excessive volume, frequency, inappropriate content, mailing to unwilling addressees, or uses that may bring the District into disrepute. Violations will be determined in the sole discretion of the Superintendent. "Limited personal use" shall be defined as no more than ten (10) messages during any one day, with no attachments large enough impede the normal functioning of the computer or the Network, as determined by the System Administrator. Exceptions to this limitation may be permitted for personal emergencies and other extenuating circumstances.

-- ***Electronic Signatures:*** Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration.

Users asked to legally verify or electronically sign documents should report the situation to a staff member or system administrator.

13. **System Security and Integrity:** The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, e-mail addresses, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, or which exposes the system to undue risk of compromise from the standpoint of security or functionality.
14. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

15. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify a staff member, system administrator or other person designated by the School District to receive this information.

16. **Records Retention and Production:** Users must comply with all District directions regarding the retention and management of e-mail or documents. The District retains the right to receive a copy of a record from an Employee User's private computer if for some reason it exists only on that computer.

17. **Web Sites:** Web sites created using the Network or the School District's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District in perpetuity without any ownership rights existing in the page creator(s). The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed for any reason or for no reason, in the sole judgment of the staff or administration.

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321
Children's Internet Protection Act of 2000, 47 USC § 254 (h), (1)
Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

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