



# Sylvania Schools Elementary Handbook



\*This handbook contains the consistent Board Policies for all seven of our elementary schools.  
Building specific guidelines and procedures will be shared with you by your principal.

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## **SECTION I: School Contact Information**

Central Trail Elementary	419-824-8610	Amanda Ogren, Principal
Highland Elementary	419-824-8611	Steve Swaggerty, Principal
Hill View Elementary	419-824-8612	Chad Kolebuck, Principal
Maplewood Elementary	419-824-8613	John Duwve, Principal
Stranahan Elementary	419-824-8614	Jeremy Bauer, Principal
Sylvan Elementary	419-824-8615	Julie Gault, Principal
Whiteford Elementary	419-834-8616	Andrew Duncan, Principal

## **SECTION II: Enrollment**

### **A. Enrolling in Sylvania Schools**

Parents/Guardians wishing to enroll a student in Sylvania Schools may visit the [enrollment page](#) on the [district website](#) and follow the steps for online enrollment. Questions may be directed to Sylvania Students Services at 419-824-8581 or via Email to [enroll@sylvaniaschools.org](mailto:enroll@sylvaniaschools.org).

In order to register for kindergarten, a student must be 5 years old on or before August 1 of the year in which s/he applies for entrance and must reside within Sylvania School District.

*For additional and up to date information, see [Board Policy](#).*

### **B. Withdrawal**

No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with State law. Whenever a student under the age of eighteen (18), withdraws from school without moving out of State, transferring to another approved school, being granted an age and schooling certificate, or enrolling in and attending an approved program, the Superintendent shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court. Such notification is to be given within two (2) weeks after the Superintendent confirms the student is not properly enrolled in and attending another approved school or program or has moved out of State.

*For additional and up to date information, see [Board Policy](#).*

### C. Transfer

In the event of an address change to a residence outside of the Sylvania district, parents/guardians are required to notify the school of the change and complete the appropriate paperwork. Any transfers within or outside of Sylvania Schools should be communicated with the building secretary. All new information will need to be updated by parent(s)/guardian(s) in the [OneView](#) portal.

### D. School Fees

Annual school fee invoices are sent to the parent/guardian email address(es) in the [OneView](#) portal by the treasurer's office. Specific directions for fee payments can be found on the invoice. Questions concerning school fees should be directed to the school secretary. When necessary, parent(s)/guardian(s) will be referred to individuals in the district administration offices for further information. Students who have been approved for the free and reduced lunch program will also have school fees either waived or reduced.

Unpaid fees will be accumulated and may affect graduation eligibility, with the possibility of the diploma being withheld until payment is made in full.

## SECTION III: School Times and Calendars

### School Times

The Sylvania School district consists of seven elementary buildings, three junior highs, and two high schools. In order to meet the transportation and extracurricular needs of all students, school day beginning and ending times vary by building, as indicated below.

<b>Building:</b>	<b>School Day Begins:</b>	<b>School Day Ends:</b>
Central Trail Elementary School Highland Elementary School Hillview Elementary School Maplewood Elementary School Stranahan Elementary School	9:05 a.m. (2-Hour Delay- 11:05 a.m.)	3:35 p.m.
Sylvan Elementary School Whiteford Elementary School	8:30 a.m. (2-Hour Delay- 10:30 a.m.)	3:00 p.m.
Arbor Hills Junior High School McCord Junior High School Timberstone Junior High School	8:05 a.m. (2-Hour Delay- 10:05 a.m.)	2:55 p.m.
Northview High School Southview High School	7:35 a.m. (2-Hour Delay- 9:35 a.m.)	2:25 p.m.

2-Hour Delay schedules will be followed for both inclement weather and pre-planned staff development delays.

## Calendars

District [calendars](#) are available on the [district website](#). Additional calendar information relating to building-specific events will be regularly communicated via newsletters, social media platforms, and other notices from the building principal or staff members.

## SECTION IV: Attendance and Absence

### A. Attendance Policies

The educational program offered by Sylvania Schools is dependent upon the presence of each student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

In accordance with statute, the Superintendent requires a written statement, by the parent/guardian, of the cause for any student absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

District policy separates absences into two categories, as outlined below:

1. **Excused Absence.** An excuse for past absence from school may be approved on the basis of any one (1) or more of the following conditions:
  - **Personal illness.** The approving authority may require the certificate of a physician if he/she deems it advisable.
  - **Illness in the family.** The absence under this condition shall not apply to children under fourteen (14) years of age.
  - **Quarantine of the home.** The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
  - **Death of a relative.** The absence arising from this condition is limited to three (3) days unless a reasonable cause may be shown by the parent/guardian for a longer absence.
  - **Work at home due to absence of parents/guardians.** Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent.
  - **Observance of religious holidays.** Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief. The intent of this section is not to permit half or part-day absence to attend special religious services when these services can be attended before or after school hours.

- **Emergency or set of circumstances.** Any emergency or set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence.
- **District related out-of-state travel.** Includes out-of-state travel to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.

## 2. Unexcused Absences.

**Personal Convenience Absence (PCA).** Uninterrupted attendance in school is essential for student success. It is therefore expected that absences from class should occur only in unavoidable circumstances. Absence from school for student and/or parent/guardian personal convenience is not provided for under school attendance laws of the State of Ohio. Therefore, such absence will be considered unexcused. Personal convenience absences are available to parents for students participating in special trips or family activities. The absence is unexcused and must be taken in compliance with the following provisions, and the District's administrative guidelines, which shall be consistent herewith:

- The absence will be considered unexcused.
- P.C.A. forms will be issued only to parents/guardians by the principal or his/her designee.
- All P.C.A. forms must be completed and on file before the date(s) of absence.
- P.C.A. forms will not be issued for absences during regularly scheduled district wide testing.
- Sylvania Schools assume no responsibility for a drop in grades.
- It is the responsibility of the student/parent/guardian to inform each teacher of the dates of a personal convenience absence.
- Teachers are not required to prepare assignments for students who are anticipating days of absence.
- Teachers are not required to examine or correct ungraded assignments missed during a P.C.A. or to grade, examine, correct, or replicate any missed activity, written work, or class experience, the completion of which is predicated upon a student's attendance or in-class participation.
- The student will be permitted to make up graded assignments, classroom tests, and examinations.

- Arrangements to make up tests must be made by the student/parent/guardian by the second day of return.
- Failure to abide by the above procedures and other administrative guidelines will result in denial of make-up privileges.

**Additional Unexcused Absences.** The following list of reasons, as well as those that are similar in nature, will be considered unexcused.

- Oversleeping
- Car trouble
- Missing the bus
- Shopping or family errands
- Childcare difficulties
- Out-of-school suspension
- Truancy (purposefully skipping school)
- Failure to provide appropriate documentation or information for an absence

*For additional and up to date information, see [Board Policy](#).*

## **B. Daily Attendance Reporting**

The State of Ohio Safe School Act requires parents/guardians to notify the school when their child will not be in attendance. Such notification may be done by calling or emailing the school office anytime before 9:00 a.m. Speaking to a staff member directly or leaving a voicemail or email message with information regarding the student's absence are both acceptable.

Attendance will be taken at the beginning of each school day. Students not in attendance will be logged into the attendance system, which will make an automated phone call to the parent(s)/guardian(s) listed in the [OneView](#) system. *This phone call will be made for all absent or tardy students, even if the school has already been notified of the absence or the student arrived late to school.* This is meant to serve as a notification and reminder to any parent/guardian who is unaware that their student is absent or who has failed to report an absence. Parents/Guardians are asked to contact the school office immediately if they receive an attendance call and feel that their student should be present in the building or if they have forgotten to report the absence.



### **C. Partial Day Absences**

Students must always be signed in or out within the main office by a parent/guardian when entering the building late or being released early. Attendance for students arriving late or leaving early will be tracked and recorded to the nearest full hour and coded according to the excused and unexcused absence categories previously outlined. An adult is asked to enter the office with a student arriving late or returning to school after an appointment. This will ensure proper communication and completion of necessary paperwork.

It is requested that parents/guardians provide written or verbal (phone call) notification if they are aware that their student will be arriving at school late or leaving early. This will allow staff to best prepare for the potential for missed academic instruction and/or activities.

### **D. Illness or Injury at School**

In the event that a student becomes ill while at school, s/he will be assessed by the school nurse or a designated staff member in the absence of a nurse. Parents/Guardians will be contacted to make arrangements for picking up any student who is vomiting, has diarrhea, displays a temperature of higher than 100.0, is suspected to have a communicable illness, or has any illness adversely impacting their ability to participate in classroom activities. If the listed parent(s)/guardian(s) can not be reached, office staff will call the emergency contact number(s) listed within the student's [OneView](#) forms in the order in which they are listed. Emergency personnel will be called in the event of a serious illness or injury.

When a child leaves school early due to illness or injury, this will be coded as an excused partial day absence within the attendance system.

### **E. Return to School After Illness**

Any student who has been ill may not return to school until s/he has been without a fever, diarrhea, and vomiting for a full 24 hours without the aid of medication. If a child is sent to school before this 24 hour period has expired, the school may contact the parent/guardian to take the child home.

Any student who has been diagnosed with a bacterial infection (including, but not limited to, strep throat, pink eye, and impetigo) may not return to school until symptoms are controlled and antibiotics have been given for a minimum of 24 hours.

Any student who has been diagnosed with chickenpox may return to school when no new spots are occurring and existing spots have dried and crusted/scabbed.

\*At this time, we continue to follow the [Lucas County Health Department algorithm](#) regarding COVID-19.

## **F. Excessive Absences**

When a student is absent from school in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. This total includes both non-medical excused absences and unexcused absences.

The District or school shall notify the child's parent(s)/guardian(s) of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

*For additional and up to date information, see [Board Policy](#).*

## **G. Make-up Homework Requests**

It is the responsibility of the student/parent/guardian to request make-up work in the event of an excused or unexcused absence. Requests may be made via phone call to the main office and/or direct contact with the classroom teacher. A parent/guardian may arrange for work to be picked up in the main office or sent home with a sibling within the building. Please refer to work and grading guidelines for unexcused absences for more information. Upon return to school, students will be given the amount of time they were absent to complete missed work. (ex: a 2 day absence = 2 days to make up the work after return to school) If a student requires additional time to complete work, parent(s)/guardian(s) are asked to work with the classroom teacher to make arrangements.

## **SECTION V: Safety and Security**

### **A. Building Security**

All building visitors must use the front entrance only. Once inside the lobby, visitors are unable to enter the office area or hallway until they have signed in using the Raptor Visitor Management school security system. Please note that this includes any visitor over the age of 18 in the building during the school day for volunteer work or events. Visitors who are briefly visiting only the office area for student or material pick-up or drop-off are not required to sign in using the Raptor system.

## Directions for Raptor Visitor Management

### First-time visitors:

- Visitor must ring the doorbell to request entrance into the main office
- Visitor must provide office staff with driver's license or government issued identification card
- Office staff will scan license/identification to enter visitor into the Raptor system
- After verifying visitor's information, office staff will provide a printed identification sticker that must be worn at all times when in the building
- When building visit is complete, the visitor is asked to sign out using the Raptor system

### Repeat visitors:

- Visitors must scan their driver's license or government issued identification card or manually enter your name and requested information at the Raptor computer located in the main lobby
- Visitors must ring the doorbell to request entrance into the main office
- After verifying visitor's information, office staff will provide a printed identification sticker that must be worn at all times when in the building
- When building visit is complete, the visitor is asked to sign out using the Raptor system

## **B. Building Surveillance**

Surveillance cameras are operational in public areas of the school buildings and on busses. Surveillance footage may be reviewed by school administration as needed to ensure the safety and security of students, staff, and visitors. Actions recorded by surveillance cameras may be used as evidence in disciplinary investigations.

## **C. Emergency Practice Drills**

All Sylvania School buildings follow Ohio Revised Code 3737.73 mandating regular emergency drills. Staff and students participate in the mandated number of drills per school year. Students will be instructed on proper emergency procedures within their classrooms and via building-wide announcements. Parents/guardians and students will not always be given advance notice of practice drills.

## **D. Emergency Notification and Communication Procedures**

Sylvania Schools utilizes an automated system to communicate information in the event of an emergency. It is vital that parent(s)/guardian(s) keep contact information in the [OneView](#) portal up to date, as this is the information that is used for communication.

## **E. Child Abuse and Neglect**

Sylvania Schools employees are mandated reporters under Ohio Revised Code 2151.421 and are required by law to immediately report any known or suspected case of child abuse or neglect to the public children's service agency.

Parent(s)/guardian(s) will be notified when their student's classroom will be participating in Child Abuse Prevention programming. It is possible to opt a child out of participation in these lessons by completing the [form](#) that will be sent home with students.

## **F. Questioning, Search and Seizure**

Student lockers and desks are the property of the district and are, therefore, subject to search by the principal or principal's designee at any time. All other searched of a student or student's property will be conducted only when there are reasonable grounds to believe that the student has violated a law or a school rule, regulation or policy, or there is cause to believe that the search is reasonably likely to reveal contraband or evidence of a violation of law or school rule, regulation, or policy by that student or another person.

Any time that a search reveals the presence of contraband (ex: weapons, controlled substances, alcohol, etc.), such items will be seized, and the student may be subject to disciplinary action. Any item seized may be turned over to law enforcement officials as appropriate.

Questioning of a student by a law enforcement official or other outside authority or agency may be approved by administrators on a case-by-case basis after proper paperwork and/or information is provided indicating that parent(s)/guardian(s) have been informed, when appropriate, and that the interrogation is necessary.

*For additional and up to date information, see [Board Policy](#).*

## **SECTION VIII: Visitors and Volunteers**

### **A. Visitor Policies**

All building visitors who will be leaving the main office area during school hours must sign in and out using the Raptor Visitor Management school security system, as outlined in Section VII of this handbook. Visitors are prohibited from entering the building or school property with weapons, alcohol or tobacco products, controlled substances, or unapproved animals.

The Superintendent or building administrator has the authority to prohibit the entry of any person or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the building administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

*For additional and up to date information, see [Board Policy](#).*

**\*Visitor policy is subject to change in accordance with local/state guidance.\***

### **B. Volunteers**

Parents/guardians are encouraged to become involved within the buildings. One form of involvement is through volunteer work. Requests for volunteer assistance will be sent out throughout the school year.

Like all other visitors, volunteers must sign in and out using the Raptor Visitor Management school security system, as outlined in Section VII of this handbook. All volunteers are required to abide by the following guidelines:

- Volunteers must follow building rules and policies at all times.
- Volunteers must maintain the professional confidentiality and atmosphere of the building.
- Volunteers must report student behavior or discipline concerns to school staff. Volunteers may not assume the responsibility of disciplining students.
- Volunteers may not work within a closed area with students unless supervised by a district employee or fingerprinted and approved by the district.
- Volunteers may use only the staff restrooms while in the building.
- Volunteers are subject to fingerprinting and background checks as deemed appropriate by the district.

Please note that signing in through the Raptor system does not replace the fingerprinting process.

**\*Volunteer policy is subject to change in accordance with local/state guidance.\***

## **SECTION VII: School-Home Communication**

### **A. Child Custody**

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Without this documentation, the school will presume that the student may be visited by and/or released into the care of either parent. Per Ohio Revised Code 3313.672, parents have an obligation to inform the school and provide a copy of court orders any time the custody of a child changes.

Divorce, separation, or a change in custody does not affect the rights of a natural parent to his/her child's records. A non-custodial parent may request and receive a copy of the child's progress report, permanent record, and the opportunity to hold a parent-teacher conference. Only the custodial parent has the right to make educational decisions. Step-parents have no rights to records, reports, or conference unless these rights are conferred on them by the custodial parent.

Divorced or separated parents are kindly requested to attend joint meetings rather than scheduling individual meetings for each parent. This will ensure a more comprehensive discussion of the student's progress and needs.

*For additional and up to date information, see [Board Policy](#).*

### **B. Student Records and Confidentiality**

Student records are confidential and are protected by the Family Educational Rights and Privacy Act (FERPA). These records may be reviewed only by school personnel and by parents/guardians. Parents/guardians must request access to their child's records, and this request must be granted within forty-five days. Copies of student records may be requested, but the school has the right to charge for the actual cost of the duplicate records. Parents/guardians have the right to a response from school officials to reasonable requests for explanations and interpretations of these records and the right to an opportunity for a hearing to challenge the contents of these records. FERPA allows schools to release student records without parent/guardian written consent to the following parties or under the following circumstances:

- School officials with legitimate educational interest

- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Directory information, including student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance is not considered confidential or protected by FERPA. Parents/Guardians must provide a formal request if they do not wish for this information to be shared or released.

*For additional and up to date information, see [Board Policy](#).*

### **C. Phone Communication**

A parent/guardian wishing to make phone contact with a teacher may contact the main office. Office staff will transfer the caller to the requested teacher. Please note that teachers are unavailable to take phone calls during school hours, as they are busy working with students. As teachers may not be able to check their voicemail frequently during the school day, urgent messages should be left with the answering office staff and will be relayed as needed. Please do not leave time sensitive information in a voicemail message.

In the event that a parent/guardian phone number changes during the school year, this change must be communicated with the classroom teacher and office staff as quickly as possible and updated in the [OneView](#) portal.

### **D. Email Communication**

School-related information is often communicated via email. Parent/guardian email addresses are obtained through the [OneView](#) forms completed annually. It is the responsibility of parent(s)/guardian(s) to keep email contact information up-to-date within the [OneView](#) portal.

While classroom teachers and related service providers will share their contact information with students and families each year, additional contact information can be found in the [directory](#) on the [district website](#).

### **E. Conferences and Appointments**

Scheduled parent-teacher conferences are held once each fall with initial sign-up forms available during the beginning of the year Open House. Classroom teachers will communicate additional information regarding these scheduled conferences, as each grade level operates in a slightly different way.

A parent/guardian wishing to schedule an additional conference or appointment with a school staff member may contact the staff member directly or call the main office. Such meetings may be scheduled before or after school hours, as available daytime hours are limited for classroom teachers. Additionally, meetings may take place in a face-to-face arrangement or via telephone conference with the agreement of all participants.

Parents/guardians are kindly requested to exercise patience and understanding when scheduling a conference or appointment, as it is often difficult to coordinate multiple schedules. Please note that scheduling of a meeting may take one or more work days. As stated in Subsection A, divorced or separated parents are kindly requested to attend joint meetings rather than scheduling individual meetings for each parent. This will ensure a more comprehensive discussion of the student's progress and needs.

### **G. Website and Social Media**

Building and district information is regularly shared via social media outlets including district Facebook and Twitter accounts and the building Facebook page. Links to these accounts can be found on the district and building websites.

Names and images of students will not be shared or displayed on websites or social media outlets without the consent of a parent/guardian. Consent preferences must be selected within the [OneView](#) forms.

Parents/guardians/students may not post images or videos of other students on social media without the express permission of their parent(s)/guardian(s).

*For additional information regarding publications, productions, and the distribution of informational material, see [Board Policy](#).*

## **SECTION VIII: Medical Information**

### **A. Pandemic Guidelines**

All students are to abide by any orders provided by the Governor or Health Department when school is in session. This includes but is not limited to specific requirements regarding Personal Protection Equipment (PPE), social distancing, and sanitization.

### **B. Health Screenings**

The Board of Education may require students of the District to submit to periodic health examinations to:

- A. protect the school community from the spread of communicable disease;
- B. verify that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- C. verify that the learning potential of each child is not lessened by a remediable physical disability.

The District may provide or request parents to provide:

- A. general physical examinations for athletics;
- B. vision and/or audiometric screening.

*For additional and up to date information, see [Board Policy](#).*

### **C. Use of Medication at School**

Students who require the use of prescription medication during the school day must have express written consent from a parent/guardian and a written statement from a licensed health professional authorized to

prescribe drugs. Required over-the-counter medications must be accompanied by a written consent from a parent/guardian. Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. All medications must be brought to the office by an adult and should never be sent to school with a student. Medications will be stored in a secure area of the main office and will be administered by a trained staff member as indicated on the consent forms. Administration of medication forms can be requested in the main office. Students may only administer their own medication with written consent from a physician.

Students shall be permitted to carry and use, as necessary, an asthma inhaler and/or an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written permission from his/her parent/guardian and the prescribing physician. Authorization forms are available in the school office.

All necessary medications will be transported in a secured container and administered as directed by a trained staff member on field trips and other out-of-school activities.

Students are permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event.

*For additional and up to date information, see [Board Policy](#).*

#### **D. Allergies**

Any and all allergies must be reported in the [OneView](#) portal. Students with food allergies will be given access to an allergen free table within the lunchroom and may choose a peer to join them provided the peer has an allergen free lunch and behavioral expectations are followed. Additionally, an allergy alert will be posted on the classroom door and communicated with all students/parents/guardians in the classroom. Please note that the student's name will not be provided within this notice. Students needing to carry an epinephrine autoinjector may do so according to the rules outlined in Subsection A above.

#### **E. Emergency Forms and Medical Treatment**

All emergency authorization information must be completed by the parent(s)/guardian(s) of each student within the [OneView](#) portal on a yearly basis and kept up to date. This information will be followed in the event emergency medical treatment for a student is necessary.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines.

*For additional and up to date information, see [Board Policy](#).*

#### **F. Immunization Laws**

The Board of Education requires all students to be immunized against poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, and others legally designated in accordance with State statutes,



unless specifically exempt for medical or other reasons. The Board requires that students be immunized, or in the immunization process, against Hepatitis B and chickenpox prior to the start of kindergarten.

In the case of an outbreak of the disease for which the student has not been immunized or an epidemic, the Superintendent shall not allow students otherwise exempted from immunization to attend school.

*For additional and up to date information, see [Board Policy](#).*

## **SECTION IX: School Rules and Discipline**

### **A. Behavior Matrices**

Positive Behavioral Interventions and Supports ([PBIS](#)) is a systems approach to school wide strengthening of social culture and behavioral supports for all students. PBIS focuses on building positive social and behavioral skills while reducing negative or unwanted behaviors. The behavior matrices posted throughout the school building are just one of the Tier 1 supports provided for all students. These matrices outline the [rules linked to the behavior expectations](#) within each school environment and are regularly referred to by students and staff while social and behavioral learning is taking place. Elementary students in Sylvania Schools are expected to be *Respectful*, *Responsible*, and *Ready* throughout their school day. While classroom and building wide lessons will focus on the individual expectations of each matrix, parents/guardians are also encouraged to review and discuss these expectations with their student(s) on a regular basis.

### **B. Bullying, Hazing, and Harassment**

All acts of bullying, hazing, and/or harassment by students, parents/guardians, and district employees are strictly prohibited. Individuals who do not abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

Bullying is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation. Bullying behavior may involve, but is not limited to, the following: teasing, threats, intimidation, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual/religious/or racial harassment, public humiliation, or destruction of property.

Hazing is 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.

Harassment is defined as any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that: places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or has the effect of substantially disrupting the orderly operation of a school.

Harassment categories may include:

- Sexual Harassment: For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:  
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
  - A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
  - B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
  - C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender and may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment under this policy include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
- H. Speculations about a person's sexual activity or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at someone's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

- L. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- M. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

- Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

- Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

- National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

- Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at

the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

*For additional and up to date information, see [Board Policy](#).*

### **C. Student Discipline Code**

The rules and standards set forth in this student discipline code apply to conduct on school premises, on or off school buses, or involving school property, to misconduct by a pupil that occurs off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District and misconduct by a pupil that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee. Any conduct which causes or creates a likelihood that it will cause disruption or interference with the health, safety or well-being, or the rights of other students or Board of Education employees is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all items of misconduct can be itemized. This policy contains an enumeration of some areas of conduct which will lead to disciplinary action.

The consequences for violation of this policy will be decided upon by the administrative staff on a case-by-case basis utilizing a progressive discipline approach. Such action can come in the form of counseling, parent conference, assignment of additional work, rearrangement of class schedules, detention, Saturday school, placement in the In-School Reassignment Program, out of school suspension, to the maximum of ten (10) days, recommendation for expulsion from school and/or referral to juvenile authorities.

- A. **Disruption of School.** A student shall not by use of force, violence, coercion, threat, harassment, insubordination or repeated lack of cooperation, cause disruption or obstruction to the educational process including repeated or flagrant violations of any school rule or accepted standard of behavior.
- B. **Vandalism.** A student shall not intentionally cause or attempt to cause damage to school property or facilities, or to private property which is on school premises. Parents are responsible for such damages and it is the policy of the School District to seek financial redress to the limits of the law.
- C. **Stealing.** A student shall not steal, be a party to a theft, possess stolen property, or attempt to steal school property, or private property, which is on school premises or in vehicles on school premises. This includes library books and supplies.
- D. **Unauthorized Use of Fire.** A student shall not threaten, set, or attempt to set, any fire on school property, including the use of fire or fireworks. Making false fire alarms or tampering with a fire alarm is a violation of this code.
- E. **Loitering/Trespassing.** A student without a specific school-related reason or purpose shall not be on school property or at school-sponsored activity. Any unauthorized entry of school property or any refusal to leave school property when ordered will be considered trespassing.

- F. **Fighting.** A student shall not engage in a fight with another student, any school employee or any other person on school property or at a school-sponsored activity.
- G. **Causing Harm.** A student shall not act in such a way as to cause physical injury to another student, any school employee or any other person on school property or at a school-sponsored activity.
- H. **Threats.** A student shall not, through verbal, written, technological, or any other means, make a statement that physical or emotional harm may come to another person or institution. A direct or indirect threat to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another is prohibited.
- I. **Bomb Threats.** Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.
- J. **Interference with Security Measures/Procedures.** A student shall not tamper with property installed for security purposes (including, cameras, door locks, emergency kits, etc.). A student must follow safety protocol, including participating in safety drills and following building safety rules.
- K. **Aggressive Behavior.** Stalking, bullying, intimidation, coercion, teasing, taunting, name-calling or other aggressive behavior towards another student, staff member or school guest is prohibited.
- L. **Disrespect.** A student shall not use profane, indecent or obscene language either verbally, in writing, or through the source of social media toward any student, staff member, or school guest or visitor. Included in this prohibition is the use of obscene gestures, signs, pictures, or publications.
- M. **Weapons.** A student shall not possess, handle, transmit, or conceal a weapon or any object or look-alike weapon that in fact or under the circumstances can be considered to constitute a weapon. Prohibited weapons include a firearm, firearm part, starter gun, pellet gun, bb gun, air gun, knife, blade, razor blade, box cutter, or other implement for shooting or cutting that may cause death or serious bodily injury. A student shall not use a permissible object in a manner to threaten, harm or harass another.
- N. **Knowledge of Dangerous Weapons or Threats of Violence.** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
- O. **Gambling.** A student shall not be involved in the act of gambling while on school premises or at school-sponsored activities.
- P. **Alcohol and Other Drugs.** A student shall not possess, transmit, conceal, consume, or show evidence of having consumed or used, or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs, narcotics, or any mind-altering substance while on school property, both inside and outside of buildings and school buses. Included in this prohibition is the possession of any drug-related paraphernalia.
- Q. **Tobacco Products.** Smoking, evidence of smoking, use of snuff, chewing tobacco, electronic cigarettes, vaporizers, or other tobacco or tobacco-like products on school property or at any school activity, during school

hours, (which includes the hours going to and from school) in any school building or on campus, is not permitted.

- R. **Falsification and Misrepresentation.** A student shall not falsify, orally or in writing the name of another person or falsify signatures, times, dates, grades, addresses, or any other data on school forms or correspondence directed to the school. A student shall not use the name or identity of another person.
- S. **Inappropriate Attire.** A student shall not dress or appear in a fashion deemed inappropriate because it either (a) interferes with the student's health, safety, and welfare or the rights of other students, or (b) causes a material interference with or substantial disruption of the educational process.
- T. **Truancy.** A student shall not be truant from class, Commons, study halls, or school. Excessive tardiness is cause for disciplinary action.
- U. **Cheating.** A student shall not work with another person or persons in the execution of a test, report, or paper without authorization to do so. A student shall not use, or assist another student in using, unauthorized material to cheat on a test or other assignment.
- V. **Plagiarism.** A student shall not intentionally represent another person's work, words, thoughts or ideas as his/her own, or assist another student in such misrepresentation.
- W. **Failure to Comply.** A student shall not fail to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel.
- X. **Hazing.** Hazing activities of any type shall be prohibited at all times. No 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.
- Y. **Excessive Show of Affection.** Any public or private display of affection between couples that attracts undue attention to them shall be considered in poor taste and is prohibited on school property or at a school-sponsored activity. This will include close body contact, hugging, kissing, and like action.
- Z. **Careless or Reckless Driving.** Driving on school property in such a manner as to endanger persons or property is prohibited.
- AA. **Electronic Devices.** A student shall not violate Policy 5136 Cellular Telephones and Electronic Communication Devices. Radios/Walkman/Pagers/Cell Phones/Smartwatches and any other items or electronic devices which disrupt the educational process may be confiscated from students and held until the end of the current grading period or school year. A parent conference may be requested before the confiscated item(s) are returned.
- BB. **Unlawful Harassment/Discrimination.** A student shall not violate Policy 5517 Anti-harassment, including harassment based on sex, race, color, national origin, religion, disability, sexual orientation, or any other unlawful basis.
- CC. **Misuse of Computers and Other Equipment.** A student shall not violate the School District's Policy 7540.03 Student Network and Internet Acceptable Use and Safety. Students shall not use the School District's computers or other equipment except as authorized by a teacher or other supervisor, shall not misuse or abuse such items,

and shall not use such items to obtain, generate, or use information in an illegal or unethical manner or for illegal or unethical purposes. As used in this Discipline Code, "computers" includes software, hardware, and related devices.

- DD. **Inappropriate material.** A student shall not possess, distribute or display material, including a picture that is obscene or pornographic, including material that depicts a person in a state of nudity or undress. Any person possessing, taking, disseminating, transferring, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be disciplined and reported to appropriate law enforcement authorities.
- EE. **Copyright infringement.** A student shall not violate Federal copyright law.
- FF. **Video and photography.** A student shall not capture, record or transmit the voice (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, where prohibited or where individuals have a reasonable expectation of privacy. For example, video/audio recording and photography is not permitted in classrooms without teacher permission and is prohibited in locker rooms or restrooms.
- GG. **Libel/Slander.** A student shall not commit libel or slander. Libel is the writing and publication of a false and defamatory statement or report. Slander is the oral communication of a false and defamatory statement.
- HH. **Harassment, intimidation and bullying.** A student shall not violate Policy 5517.01 Bullying and Other Forms of Aggressive Behavior, which prohibits harassment, intimidation and bullying.
- II. **Violations of law.** Committing any act not listed herein as a major infraction that is a criminal offense when committed by an adult.
- JJ. **Refusing to accept discipline.** A student failing to comply with disciplinary penalties may face enhanced penalties for such action. Violating the conditions of a suspension or expulsion as specified in writing when a student has been suspended or expelled. (Appealing a suspension or expulsion is not considered refusal to accept discipline).
- KK. **Violent Conduct.** A student may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

*For additional and up to date information, see [Board Policy](#).*

#### **D. Dress Code**

While students are permitted to express their individual style and preferences through their clothing, they are expected to maintain an appearance that demonstrates a commitment to learning, promotes good school behavior, contributes to a positive atmosphere, and is not distracting to other students or school staff. Students are encouraged to wear clothing that is functional and appropriate for classroom activities and weather conditions. Violations of dress code will result in the student being sent home or detained in the office until appropriate clothing is brought to school.

The following items are not permitted to be worn within the school or on the school property:

- Clothing displaying illicit substances, alcohol or tobacco products.
- Clothing displaying inappropriate/offensive images or language.
- Shorts or skirts shorter than mid-thigh. (No shorter than the student's fingertips when arms are relaxed and straight down at their side.)
- Hats, caps, hoods, and bandanas covering the head. Exceptions will be made for documented medical purposes, religious purposes, school wide spirit/celebration days, or other administrator approved reasons.
- Thin-strapped, strapless, single-shoulder, and low-cut tops.
- Clothing that exposes undergarments or the stomach area.
- Clothing that is grossly inappropriate for the weather or season.

The wearing of sandals or flip-flops is discouraged for safety reasons. Students often have difficulty on the playground when wearing sandals or flip-flops and will not be permitted to participate in physical education activities unless wearing soft-soled tennis shoes.

Sylvania Schools recognizes the importance of outdoor play. Students will be outdoors for recess unless it is raining or the temperature falls below 20°F with windchill. During cold weather, parents/guardians are asked to ensure that their student comes to school with a warm coat/jacket, hat, gloves, and boots for both comfort and safety reasons. All garments should be clearly labeled with the student's name. Families who do not have access to sufficient cold weather clothing should contact the school and assistance will gladly be provided.

*For additional and up to date information, see [Board Policy](#).*

## **SECTION X: Technology**

### **A. Personal Electronic Devices**

Board policy permits elementary students to possess electronic devices (EDs) in school, on school property, during after school activities, and at school-related functions, provided that during school hours the EDs are powered completely off (not just placed into vibrate or silent mode) and stored out of sight unless otherwise directed by a school employee.

An "electronic device" includes any wireless communication devices that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor. Examples include, but are not limited to: cellular and wireless telephones, electronic watches, WiFi-enabled or broadband access devices, ebook readers (ex: Kindle, Nook), two-way radios, laptops, iPods, tablets, and other devices that allow a person to record and/or transmit sound, video, still images, text, or other information.

*Students are personally and solely responsible for the care and security of their EDs.* The school assumes no responsibility for theft, loss, damage or vandalism to EDs brought onto its property, or the unauthorized use of such devices.



Students must utilize a district student or guest account to access the network with an ED while on school property or at a school-related event. Students may use EDs while riding to and from school on a school bus or other school vehicle at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, when directed by the administrator or sponsor, EDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that EDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval as noted:

- The student has a special health circumstance (e.g. an ill family member or his/her own special health condition). Principal approval is required.
- The student is using the ED for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision.
- Teachers may permit student use of EDs in their classroom as they feel it is appropriate.

Students are prohibited from using EDS in the following ways or circumstances:

- To capture, record or transmit the words and/or images of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images
- In a situation or location where a reasonable expectation of personal privacy exists including, but not limited to, locker rooms/shower facilities, restrooms, any other areas where students or others may change clothes, or in any other location in which the building principal has prohibited EDs
- To covertly listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology within a student's book bag or on the student's person without express written consent of the Superintendent.
- In any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. *See Board Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.*
- To capture, transmit, or receive test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty

Possession of an ED by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. A person who discovers a student in possession of or using an ED, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal.

Violations of this policy may result in disciplinary action and/or confiscation of the ED. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the ED is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary

consequences that are imposed. Regarding egregious offenses involving the invasion of another person's privacy, the school reserves the right to confiscate the ED and hold it until the end of the school year. If multiple offenses occur, a student may lose his/her privilege to bring an ED to school for a designated length of time or on a permanent basis.

*For additional and up to date information, see [Board Policy](#).*

### **B. School-Owned Electronic Devices**

Students are responsible for the care and ethical use of school-owned electronic devices. Improper or unethical use of such electronic devices, as outlined in Subsection A, may result in disciplinary action and/or temporary or permanent suspension of privileges relating to the use of such devices. Students are not permitted to remove school-owned electronic devices from the school property without the express consent of a school administrator.

Students who cause damage to or lose school-owned electronic devices may be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law. The loss, damage, or destruction of school-owned electronics may result in a monetary fine. If such fines are not paid, the district reserves the right to withhold the student's report card or credits until paid in full.

*For additional and up to date information, see [Board Policy](#).*

### **C. Photography and Video Usage**

District employees will not publish photographs or videos of students without the express permission of parents/guardians. Photographs or videos may be taken for classroom use but will not be used otherwise without permission. Parents/guardians attending school events or activities are asked to be sensitive to the privacy of others when taking and publishing photographs and videos from school activities or events. Information provided by parent(s)/guardian(s) in the [OneView](#) portal will be utilized when determining which students may be videoed or photographed.

## **SECTION XI: Notice of Nondiscrimination and Internal Complaint Procedures**

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and the Board will make its facilities, programs, and activities accessible to qualified individuals with disabilities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping,

standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Ohio law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a person with a disability who meets the academic and technical standards requisite to admission or participation in the vocational program or activity. The Board will not deny a student with disabilities access to its vocational education programs or courses due to architectural and/or equipment barriers, or because the student needs related aids or services to receive an appropriate education.

### **Compliance Officer(s)**

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

Director of Disability Services  
419-824-8594  
4747 N. Holland Sylvania Road  
Sylvania, Ohio 43560

Executive Director of Human Resources  
419-824-8556  
4747 N. Holland Sylvania Road  
Sylvania, Ohio 43560

The name(s), title(s), and contact information of this/these individual(s) will be published on the School District's website.

Building Principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers").

The District Compliance Officer(s) [is] [are] responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer.

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing. See AG 2260.01B.

### **Training**

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

### **Facilities**

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

### **Education**

The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities. An appropriate education, may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For students with disabilities who are not eligible for specially designed instruction under the IDEIA, the special education and related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan.

Parents/guardians/custodians are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan. The quality of education services provided to students with disabilities will be equal to the quality of services provided to students without disabilities.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary

aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home. If the Board operates a separate class or facility that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

The Board will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Non-academic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and non-academic

and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

### **Notice**

Notice of the Board's policy on nondiscrimination in education practices and the identity of the District's Compliance Officer(s) will be published on the District's website and posted throughout the District, and included in the District's recruitment statements or general information publications.

### **Complaint Procedures**

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), parents and students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, students and their parents will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, and their right to examine relevant education records.

Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for due process hearing must be filed with a District Compliance Officer within specified time limits. The District's Compliance Officer is available to assist individuals in filing a complaint or request.

Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s). (i.e. a day(s) that the Board office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

### **Internal Complaint Procedures**

An internal complaint may be filed by a student and/or parent. A student and/or parent may initiate the internal complaint procedure when s/he/they believe that a violation, misapplication or misinterpretation of Section 504 has occurred. Additionally, the following procedure may be used for any disagreement with respect to actions

regarding the identification, evaluation, or educational program or placement of students who are identified as disabled or believed to be disabled pursuant to Section 504, and are not eligible under the IDEIA, except in the case of disciplinary actions where the provisions of the Student Code of Conduct apply. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.

**Step 1 Investigation by the Building Compliance Officer:** A student or parent may initiate an investigation by filing a written internal complaint with the Building Compliance Officer. The complaint should fully describe the circumstances giving rise to the dispute and how the child is adversely affected. The complaint must be filed as soon as possible, but not longer than thirty (30) days after disclosure of the facts giving rise to the complaint. The Building Compliance Officer shall conduct an impartial investigation of the complaint. As part of the investigation, the Building Compliance Officer shall permit the complainant to present witnesses and other evidence in support of the complaint. The investigation shall be completed within fifteen (15) days of the written complaint being filed. The Building Compliance Officer will notify the complainant in writing of his/her decision.

**Step 2 Appeal to the District Compliance Officer:** If the complaint is not resolved satisfactorily at Step 1, the student or parent may appeal the Building Compliance Officer's decision in writing to the District Compliance Officer. The appeal must be made within five (5) days following receipt of the Building Compliance Officer's decision. The District Compliance Officer will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) days of receiving the appeal.

**Step 3** If the complaint is not resolved satisfactorily at Step 2, the student or parent may request a due process hearing, provided the complaint involves an issue related to the identification, evaluation, or placement of the student.

If it is determined that the Complainant was subjected to unlawful discrimination, the Building and District Compliance Officers must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

*For additional and up to date information, see [Board Policy](#).*