

Together we cultivate Empathy, Integrity, Communication, Adaptability, Lifelong Learning, and Critical Thinking in our students by championing safe and inspiring schools.



Elementary School

2021-2022

Student Handbook

The administration of Washington Local Schools welcomes you to our district's educational tradition of excellence with emphasis on ...

Every Student Matters; Every Moment Counts

We look forward to a prosperous partnership with you, as we, together, serve the students entrusted in our care.

COVID-19 Regulations for 2021-2022 School Year

The health and safety of our students and staff is very important. We have been working diligently with Lucas County Health Department officials to create guidelines to address the Coronavirus. As we attempt to keep our schools free of COVID-19, we are asking for your help by following these guidelines.

The following items are a requirement of students in grades K-6 while attending school for the 2021-2022 school year due to the COVID-19 pandemic:

- Students in grades K-6 will be required to wear a mask inside the school and when on any school transportation. Masks are optional when eating lunch or outside for recess or outdoor activities.
- Washing hands more often during the day is encouraged and hand sanitizing stations in all learning areas will be provided.
- Whenever possible, there should be 3 feet between students in the classroom and when in larger groups.

Any K-6 requests for an exemption from wearing a mask should be submitted in writing to the building principal and accompanied by a physician's recommendation for exemption. Requests will be verified with the physician and a letter will be sent to the family verifying the exemption.

Parents will need to keep their student home if they are exhibiting any of the COVID-19 symptoms listed below:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If your child has symptoms listed above or a fever of 100 degrees or higher, seek appropriate medical attention and keep students home until they are symptom-free and fever-free for 24 hours without fever-reducing medication. If your child has tested positive for COVID-19, your child must be kept at home ten days from the date of the test and be fever free for 24 hours without any fever reducing medication and have symptoms improved. By delivering your child to school or placing your child on the school bus, you are assuring the district and other parents that your child is not ill and is fever-free.

Parents please report your child's absence and share possible COVID-19 symptom information with our attendance secretary or school nurse, so we can contact trace for any additional exposure.

Any student displaying any of the above symptoms at school will be immediately sent home. We ask that parents pick up their student from school as soon as possible when notified by the school. Students and staff may need to be quarantined or isolated due to their exposure to a COVID-19 positive case or due to their symptoms. The Toledo-Lucas County Health Department (T-LCHD) will be notified of students and staff who are symptomatic. The T-LCHD will initiate contact tracing at school when necessary due to a positive COVID-19 case. Parents and students may be contacted by PCG, a company contracted by the Health Department, when necessary due to information gathered through the contact tracing process.

Without question, students returning to school buildings include risks of contracting COVID-19. Those risks are very serious, particularly for persons at higher risk for severe illness from COVID-19. Even with everyone following the District's guidelines and all cleaning efforts, risks remain. We take our responsibilities to students very seriously, and we will continue to monitor COVID-19 with health officials, implement revised safety protocols as needed, and provide updates to our families.

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ABSENCES/TARDIES

1. Parents or guardians are expected to call the school any day their child is absent or tardy. Please call as early as possible (8:00 a.m.) in the morning or use the attendance line. The attendance line is available 24 hours.
2. A note to the teacher explaining the child's absence or tardiness upon their return is required **even though a call has been made**. Absences and tardies are considered unexcused unless a written excuse is received. Absences or tardies from school may be excused on the basis of any one or more of the following conditions.
 - Personal illness: The building administrator may require a physician's statement if deemed necessary.
 - Quarantine of the home: The absence of students from school is limited to the length of quarantine as fixed by the proper health officials.
 - Death of a relative: The absence is limited to a period of three days unless a reasonable cause may be shown by the student for a longer absence.
 - Observance of religious holy days: Students of any faith shall be excused for the purpose of observing a religious holy day.
3. Parents or guardians may notify the school by note or telephone if their child will be absent for an extended time. This will eliminate daily calling to the school.
4. All absences after an accumulation of 10 days will require a doctor's excuse.
5. If students are to leave school before dismissal, a parent or guardian must sign them out.
6. Make-up work will be provided when the student returns to school. It is the responsibility of the parent or guardian and child to complete and return assignments.
7. If an absence from school is for personal convenience (e.g. vacation, out of town travel, family outings) a leave form may be obtained from the office and must be completed by teachers and parents/guardians prior to the absence. The absence is considered as "unexcused" under Washington Local policy, but completing the form will enable students to make up any missed work.
8. A call to the school office to report an absence due to a contagious disease would aid the school staff in the detection of symptoms among other students.

ACCIDENTS/EMERGENCY MEDICAL/PARENT CONTACT

Even though reasonable safety precautions are observed at all times, accidents involving students sometimes happen. If a minor accident does occur, the staff member who is supervising the student notifies the office to make the principal aware of the situation. If an accident is deemed serious, the proper steps are immediately taken in accordance with the student's Emergency Medical Information. These forms are completed each year by the parents or guardians. **It is essential that parents and guardians keep emergency information, change of address, contact persons or phone numbers up to date on Info Snap.**

CANCELLATION OR DELAY OF SCHOOL

Tune to Toledo radio and television stations during bad weather for information regarding delays or cancellations. You can also call the Washington Local Schools Weather Hotline at 419-473-8499 for information. **DO NOT CALL THE SCHOOL.** School telephone lines are frequently jammed after school closing announcements.

If school is canceled before the completion of the school day, announcements will also be made on the radio. Parents or guardians should develop a plan in advance for these emergencies.

CELL PHONES

Cell phones are not allowed to be used or displayed during school hours. Violation of this rule will result in the confiscation of the cell phone. Confiscated cell phones can be picked up in the office by a parent or guardian.

CUMULATIVE RECORDS

Cumulative records (sometimes called permanent records or CRFs) are kept in the office for each pupil enrolled. Information, including the student's academic progress, health record, test scores, and attendance is part of the cumulative record. Teachers and other support personnel have access to cumulative records. The Federal Rights and Privacy Act states that the material in these records is confidential. This information can be released only with written permission of a parent or legal guardian, or with the written permission of the students if over eighteen years of age. This act also states that the parent or guardian must be granted the right to view these records if they choose. A records review session may be scheduled by contacting the principal.

DIRECTORY INFORMATION

Ohio Law provides for the release of "directory information" without the written consent of the parent. "Directory information" may include the following: a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, dates of attendance, date of graduation, awards received, honor rolls, and/or scholarships. The district will make this directory information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing. Within five days from the date of this notification any or all such information will be removed from the directory. Contact the school in writing with this request.

DISCIPLINE

Good conduct and self-control is expected of all students in the halls, classrooms, on the playground and on field trips. Pupils are expected to follow all rules of the school and their classrooms and demonstrate respect for others and themselves. Our building rules are listed on the school's matrix.

Consequences for breaking these rules include but not limited to:

1. An office conference with the student.
2. Parents or guardians contacted by phone, letter, or discipline referral form.
3. A conference with parents or guardians.

4. Before or after school detention.
5. A written reflection.
6. Loss of recess (es).
7. Time out in the office.
8. In-school suspension.
9. Out of school suspension.
10. Expulsion.

The consequence depends on the severity of the misbehavior and how often the student has been in trouble. Fighting and other severe problems will immediately merit severe consequences.

Please refer to the Student Code of Conduct for more detailed information regarding discipline.

DRESS CODE

Dress and appearance are important factors in school pride and discipline. This is a shared responsibility among parents, children, and the school. Please share this dress code with your children and work together to follow these important rules. Clothing should not present health or safety problems or cause disruption or distraction.

Wearing listed items may result in students being asked to correct dress at school or parents being called to bring alternative clothing before the student is admitted to class. The principal will use his/her discretion and has the final say in regards to what they feel is inappropriate.

Students are not allowed to wear/display the following:

- Halter tops or any midriff-length shirts or blouses
- Shirts with suggestive or obscene messages
- Shirts that promote alcohol, drug or tobacco usage
- Skirts and shorts need to be fingertip length when arms are at the sides
- Spandex shorts, spandex stretch or other stretch/yoga pants that are too tight
- Pajama bottoms
- Body piercing other than ears (pierced ears are allowed)
- Flip flops (due to safety concerns)
- Hats, caps, and bandanas are not to be worn inside school buildings

EARLY DISMISSAL FROM SCHOOL

If a parent or guardian needs to pick up a child from school during the school day, the parent or guardian should report to the office rather than the child's classroom. The office will call the classroom and notify the teacher that the parent or guardian is picking up the student. When possible, notify the teacher in writing that your child will be leaving early. All students must be signed out in the office. This policy is to ensure the safety of your child while in school.

FAMILY CONTACT TIME (PREVIOUSLY CALLED CONFERENCES)

In an effort to enhance family communication, teachers will communicate with parents and guardians throughout each grading period using various communication methods (email, phone,

face-to-face meetings, mailings, etc.) to build relationships and address any concerns raised by either party. These communications may take place during the work day, outside of the work day, or during designated family contact time days.

Family contact time days for all students will be held on November 1st, January 14th, and February 18th. There will be no school for students in grades K-12 on these three days.

FIELD TRIPS

Teachers sometimes arrange field trips to complement classroom instruction. Written permission is obtained from all parents or guardians on the Washington Local Schools Authorization Form at the beginning of the year. Parents or guardians will be kept informed of times and destinations of field trips.

While on a field trip, students are to behave as if they are within the school building. It is important to remember that each student on a trip represents not only the school and his/her parents or guardians, but the community as well. Students whose behavior has displayed a lack of responsibility may be denied the opportunity to go on the field trip. Please note that bus suspensions are in effect for all field trips.

Parents or guardians are often asked to be group leaders on field trips. Parents or guardians need to read and sign a **Washington Local Chaperone Guidelines** form before they attend a field trip. **Please note that younger children are not allowed to accompany classes or ride buses on field trips. All chaperones must pay for a background check by visiting the link below prior to chaperoning any field trip.**

<https://bib.com/securevolunteer/washington-local-school-district/>

FREE LUNCH/BREAKFAST

In order to assure that all students have the opportunity to eat a well-balanced breakfast and lunch, free or reduced price lunches and breakfasts are provided for families who qualify. Families who have received a letter of Direct Certification explaining that their child will receive free breakfast and lunch are not required to fill out an application at school for free or reduced lunches. Families who have not received a letter confirming free lunches should fill out an application at the beginning of the school year or as their situation warrants. Any student eligible for free and reduced price lunches last school year will remain eligible until Thursday, September 30th. After that date a new 2021-22 school year application form must be submitted. Look for your form in your beginning of the year folder. This form can also be completed online by going to the Washington Local Schools Website, www.wls4kids.org and looking under the "Departments" tab and then clicking on "Nutritional Services". We receive federal money according to the number of students that qualify for free or reduced lunches. We encourage you to apply even though you may not use the program.

GRADE CARDS

Grade cards are distributed electronically via email four times a year after the end of each grading period. **(Students in kindergarten do not receive a grade card at the end of the first**

quarter.) These dates will be announced in the newsletter. When parents or guardians have questions or concerns regarding grades received, they should contact the appropriate teacher. It is the goal of our school that each student works to meet or exceed his or her potential. Parent involvement is important in achieving this goal. **Please note that students who owe instructional fees will not receive their grade cards.** If you need a hard copy of your student's grade card, please contact your school office.

HOMEWORK

Homework is designed to provide practice and to expand the students' academic skills. While parents or guardians may assist with homework, teachers expect that homework be written and accomplished by the student. Each teacher will communicate his or her specific homework procedures with parents or guardians and students at the beginning of the year.

Work missed due to absence will be given upon return to school. The teacher will inform the student when the work is due. It is the responsibility of the student and parents or guardians to see the make-up assignments are completed and returned. Consequences for students who have not completed and returned homework are determined by the teacher.

HOURS

School will be in session from 9:00 am to 3:25 pm. The office is open from 8:00 am to 4:00 pm each school day. Adult supervision is not available for children on the school grounds prior to 8:45 am and after 3:25 pm. Therefore, we ask parents or guardians of students to plan their departure time from home so that their arrival at school will be between 8:40 am and 8:55 am, when they may come directly into the building. We also ask that students go directly home when dismissed from classrooms at 3:25 pm and not remain on school grounds unsupervised. We, along with you as parents or guardians, are concerned about the safety of your child.

IMMUNIZATIONS

All public school students are required by law to immunized, or be in the process of receiving immunizations for mumps, polio, rubella, diphtheria, pertussis and tetanus (O.R.C. 3313.671) or must file with the school a statement by a physician that certifies that such immunizations would be dangerous to the child. In accordance with state guidelines, students who have not received those required immunizations by October 15th may be excluded from school.

INSTRUCTIONAL FEES

District-wide instructional fees were approved by the Board of Education to help offset the cost of materials for children in grades kindergarten through six. The fees assessed will be used to help pay for the cost of learning aids, such as workbooks and art materials used for instructional purposes. The fee is \$20.00 per student, but no family will be assessed more than \$30.00 for these fees. These fees will be collected in September. Families in serious financial need may contact the building principal for fee waiver information. It is important to note that these fees are charged for system-wide instructional costs. Elementary schools may need to assess a charge for class-specific materials, projects, or activities.

LUNCH/BREAKFAST

The Ohio Department of Education will once again be offering free breakfast and free lunch for all students who attend schools during the 2021-2022 school year.

We strongly discourage parents or guardians from dropping off fast food lunches.

MEDICATION

If a child is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication, only the school nurse, principal, or the principal's designee can administer medicine in compliance with the following rules:

1. Written instructions signed by the physician and parent or guardian containing all the information indicated on the form entitled "Administering Prescription Medicine to Students" must be sent to school prior to beginning the administration of medication. These forms are available in the office.
2. A record will be kept of the administration of the medication.
3. The parents or guardians of the child must assume responsibility for informing the school of any change in the child's health or medication. Adjustments to dosage must be accompanied by the physician's orders.
4. Medications such as aspirin or other "over the counter drugs" **cannot be administered** to students under any circumstances unless accompanied by the medical form and physician's orders.
5. Medications are not to be sent to school with students. Parents or guardians are to deliver the medications to the school office.

Communicable Diseases – Please report all communicable diseases to the school office or nurse.

PARENT/GUARDIAN RESPONSIBILITIES

Learning is a cooperative effort between the home and school. To ensure a successful school experience for each student, we encourage parents or guardians to consider the following suggestions in an effort to foster this spirit of cooperation.

Attendance

- It is not advisable to plan family vacations during school time.
- Try to schedule doctor and dentist appointments outside of the school day.
- Advise teachers of any serious or continuing health problems.
- It is important that students are on time to school.

Morning

- Start each day with a nourishing breakfast.
- Make sure your child is prepared with all items needed for that day (including books, assignments, lunch money, and supplies).
- Have your child arrive at school at the assigned time; do not plan extra time to play on the playground. No one is supervising the playground before school.

Homework

- Make sure that assigned work (homework, absent work, or special projects) is completed and returned on time.
- Prevent preschool children or pets from destroying homework.
- Ask questions about schoolwork, giving praise when earned and encouragement when needed.
- Set aside a daily time for reading with your child. Reading to your child, as well as listening to him/her read to you, is important.
- Provide necessary school supplies and replace them promptly when they are needed.
- Be aware that students in grades one through six have daily assignment books.

School Communications

- Complete and return all forms sent home from school.
- Read our school newsletter and discuss items of interest with your child.

Experience shows that most students usually live up to their parents' expectations! If you suspect that your child is not living up to your expectations, please call the school to schedule an appointment to discuss your concerns. Good communication between home and school is a vital link in the chain of academic progress.

PARENT CLUB

The Parent Club is a great support for our students. Meetings are held monthly and announced in advance. We encourage you to become involved with the Parent Club. Please note that meeting dates and times may be subject to change. Parents and guardians will be notified in advance of any changes.

PLAYGROUND RULES

The following rules are established for the safety of your child. All students are expected to know and follow them.

1. Students are to stay in their assigned areas.
2. If a ball goes beyond the fence, please ask an adult for help. Do not go after it yourself.
3. Do not kick balls near the building.
4. There is no eating on the playground.
5. Remember that students are in classrooms learning. Do not play by the windows.
6. If you have a problem with another student, walk away and think before you make a bad choice. Get an adult to help if you can't make a good choice.
7. Use the playground equipment properly.
 - One student on a slide at a time. The student must be seated and go down the slide feet first.
 - One student on a swing at a time and the student must be seated.
8. Play in a way that you or others don't get hurt. Remember to keep all hands, feet and other objects to yourself. There will be no game playing that involves physical contact or tackling.

9. Line up immediately at your assigned spot when recess is over.

Students will have outdoor recess unless it is raining or the wind chill factor is less than 20 degrees. Students should come to school **dressed to be outside during cold weather**. During indoor recess students are expected to remain in their classrooms and follow supervisor and classroom rules.

POWER SCHOOL PARENT PORTAL

Power School Parent Portal has been set to allow parents and guardians day-to-day access of your child's educational progress. If you need information to set up your account, please contact your building secretary.

To access your account go to www.wls4kids.org. Go to Resources for Parents and Power School Information. Annually Returning Student Registration is required of all returning students. This update is done in the fall to update your emergency medical information as well as your student's permissions. It can be accessed on your Power School Parent Portal.

We are excited to bring you this technology to help you keep current with your child's academic progress.

SAFE ROUTES TO SCHOOL

Washington Local Schools is proud to participate in the Toledo Safe Routes to School program. The mission of this program is to improve areas for walking and biking in neighborhoods through the Safe Routes to School Initiative, making it easier and safer for kids to walk, bike and use other forms of active transportation to get to and from school. Parents and students can visit www.livewelltoledo.org/safe-routes-to-school for more information and to download maps for each WLS school that identifies the safe routes to and from school.

TELEPHONE CALLS

The office phone may be used by students for emergencies only. Students will not be called to the phone during the school day. Messages of extreme importance will be relayed to students.

TRANSPORTATION

Parents or guardians of those students who need bus transportation or a long term change to another stop for childcare purposes should complete and return a "Change of Transportation" form. These forms are available in the office.

Any changes in normal transportation arrangements must be communicated to the school in writing. Phone calls to change a transportation arrangement need to be done by 11:00 am. This will ensure that the change gets to the student and the teacher. The transportation office must approve bus changes. Students are not allowed to ride home with another student without a note. Without a note, students will be sent home the regular way. Student rules of conduct for bus transportation are as follows:

1. Students must obey the bus driver promptly and respectfully.

2. Students should arrive at their assigned bus stop 5 minutes before the bus is scheduled to arrive and wait in a location clear of traffic and off the roadway.
3. Students are expected to conduct themselves responsibly. Behavior at a school bus stop or aboard a bus must not threaten life, limb, or property of any individual.
4. Upon entering a bus, students must proceed directly to an available or assigned seat. Students must remain clear of the aisle.
5. Conversations at a quiet level are permitted, but must be refrained from at railroad crossings.
6. Eating and drinking on the bus is not permitted. Chewing gum and tobacco is not permitted.
7. Smoking or a flame of any sort is prohibited.
8. Students may carry on the bus only objects that can be held in their laps. Any object, which might be detrimental aboard a bus, will not be permitted.
9. Students will not throw or pass objects on, from, or into the bus.
10. Littering is not permitted.
11. Students need to stay seated until the bus has come to a complete stop.
12. Students should not put anything out of the windows, including their arm and voices.

Students that violate these rules may receive a school discipline referral. The consequences for receiving a school bus discipline referral may include:

1. First Referral – Principal/student conference
2. Second Referral – Principal/student conference and a one-day bus suspension of all bus riding privileges.
3. Third Referral – Principal/student conference and a three-day bus suspension of all bus riding privileges.
4. Fourth Referral – Principal/student conference and a ten-day bus suspension of all bus riding privileges.
5. Fifth Referral – Recommendation to the Superintendent for expulsion of all bus riding privileges (minimum of 30 days).

NOTE: For Severe Violations – If school officials deem the offense serious enough, any of the above steps may be superseded and the next step enforced and permanent loss of bus privileges may be the result.

VISITORS

All visitors are required to report to the office, sign in, wear a visitor's badge, and sign out. Visitation by children from other schools is not permitted. Families and friends are encouraged to support building activities. Please call if you have a physical limitation requiring special accommodations for you to attend.

VOLUNTEERS

Our school welcomes the services of parents or guardians, grandparents and community members who are kind enough to volunteer some of their time. Some of the more common services include tutoring, listening to students read, or assisting with special projects. **Volunteers need to sign in and out of the office.**

NONDISCRIMINATION AND ANTI-HARASSMENT

The Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its employment policies and practices or access to educational opportunities, programs and activities, and will enforce prohibitions against unlawful discrimination or harassment of any kind.

Definitions

1. Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, 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 opportunity/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 either gender against a person of the same or opposite gender.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- 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 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, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. 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.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate and/or unwelcome boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life. Examples of inappropriate boundary invasions could include, but are not limited to the following:
 - 1. hugging, kissing, or other physical contact with a student
 - 2. telling sexual jokes to students
 - 3. engaging in talk containing sexual innuendo or banter with students
 - 4. talking about sexual topics that are not related to curriculum
 - 5. showing pornography to a student
 - 6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship")
 - 7. initiating or extending contact with students beyond the school day for personal purposes
 - 8. using e-mail, text-messaging or websites to discuss personal topics or interests with students
 - 9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval

10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker- room, asking about bra sizes or previous sexual experiences)
11. going to a student's home for non-educational purposes
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student)
13. giving gifts or money to a student for no legitimate educational purpose
14. accepting gifts or money from a student for no legitimate educational purpose
15. being overly "touchy" with students
16. favoring certain students by inviting them to come to the classroom at non-class times
17. getting a student out of class to visit with the staff member
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and/or authorized to do so
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues)
20. being alone with a student behind closed doors without a legitimate educational purpose
21. telling a student "secrets" and having "secrets" with a student
22. other similar activities or behavior:

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

2. Harassment – Protected Classes

Conduct constituting harassment on the basis of race, color, national origin, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information may take different forms, including, but not limited to, the following:

Verbal:

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's protected class.

Nonverbal:

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's protected class.

Physical:

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow staff member, student, or other person associated with the District, or third parties, based upon the person's protected class.

3. Discrimination - Protected Classes

Prohibited discrimination occurs when an individual's access to employment opportunities or educational programs are based illegally upon an individual's protected class and when the conduct has the purpose or effect of interfering with the individual's work or educational opportunity/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 an employment opportunity or an educational program or activity.

Such discrimination may occur where conduct is directed at the characteristics of a person's protected class or where access to employment or educational programs is illegally restricted or denied based on an individual's protected class. Discrimination may also include conduct related to race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information such as slurs, nicknames implying stereotypes, epithets, and/or negative references relative to customs, traditions, clothing, manner of speaking, language, surnames and the like; or based on an individual's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

4. School District Community

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the

Board.

5. Third Parties

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Compliance Officers

The Superintendent shall appoint the Assistant Superintendent and the Director of Human Resources to serve as compliance officers. The compliance officers' names and contact information will be published annually in the parent and staff handbooks, on the School District's website, posted in each building and distributed as an addendum to this policy upon request.

The Compliance Officers are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officers shall also verify that proper notice of nondiscrimination for Title II of Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public.

Complaint Procedure

Members of the School District community are directed to promptly report incidents of possible discriminating and/or harassing conduct to a Compliance Officer or to another administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Any Board employee who directly observes unlawful discrimination or harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers. Thereafter, the Compliance Officer/designee must contact the complainant, if age eighteen (18) or older or the complainant's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer/designee to conduct an investigation following all the procedures outlined for a formal complaint.

Members of the School District community or third parties who believe they have been unlawfully discriminated against and/or harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are

known and potential witnesses are available.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a member of the School District community or third party who believes s/he has been unlawfully harassed. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such a process.

The informal complaint procedure and mediation will not be used to resolve sexual assault complaints and may not be appropriate in all situations. For example, all complaints of harassment involving a District employee will be formally investigated, as will complaints against any other adult where a student is involved.

As an initial course of action, if a member of the School District community or third party feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. A Compliance Officer/designee is available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint.

A member of the School District community or third party who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a building administrator in the building where the individual is employed; (2) to a building administrator in the building where the student attends; (3) to a Compliance Officer. All informal complaints must be reported to a Compliance Officer who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide members of the School District community and third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the member of the School District community or third party claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the member of the School District community or third party about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the Nondiscrimination and Anti-Harassment Policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, a Compliance Officer/designee may arrange and

facilitate a meeting between the member of the School District community or third party claiming harassment and the individual accused of harassment to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, a Compliance Officer/designee will exercise his/her authority to attempt to resolve all informal complaints within two (2) weeks of receiving the informal complaint.

When a member of the School District community or third party is dissatisfied with the results of the informal complaint process, or when a Complainant elects to file a formal complaint, such complaint must be submitted to a Compliance Officer/designee.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, or if the member of the School District community or third party elects to file a formal complaint initially, the formal complaint process shall be implemented.

A member of the School District community or third party who believes s/he has been subjected to offensive conduct/harassment hereinafter referred to as the "Complainant", should file a formal complaint, either orally or in writing with the building administrator or Compliance Officer/designee. If a Complainant informs any other employee of the School District, either orally or in writing, about any complaint of harassment, that employee must immediately report such information to the building administrator or a Compliance Officer. Thereafter the assigned Compliance Officer/designee must contact the Complainant to determine whether the Complainant wishes to file a formal or an informal Complaint.

Throughout the course of the process, the Compliance Officer/designee should keep the Complainant informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and, identification of the resolution which the Complainant seeks.

If the Complainant is unwilling to provide a written statement including the information set forth above, the Compliance Officer/designee shall ask for such details in an oral interview. Thereafter the Compliance Officer/designee will prepare a written summary of the oral interview which will be presented to the Complainant for verification by signature. If the Complainant does not wish to verify or sign the document, the Compliance Officer/designee shall proceed with the investigation process regardless.

Upon receiving a formal complaint, the Compliance Officer/designee will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to, a change of job assignment or a change of class schedule. In making such a determination, the Compliance Officer/designee should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the

Complainant is unwilling to consent to any change which is deemed appropriate by the Complaint Coordinator/designee, the Compliance Officer/designee may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving a formal complaint, the Compliance Officer/designee will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "Respondent," that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of the Board Anti-Harassment Policy shall be provided to the Respondent at that time. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Within two (2) business days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subject to offensive conduct/harassment.

Although certain cases may require additional time, the Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information, which is reasonably believed to be relevant to the allegations.

In determining whether the alleged conduct constitutes a violation of this policy the District will consider:

- A. the nature of the behavior;
- B. how often the conduct occurred;
- C. whether there were past incidents or past continuing patterns of behavior;
- D. the relationship between the parties involved;
- E. the race, national origin, sex, religion, age and/or disability of the victim; and in case of genetic information harassment, the genetic information of the victim;
- F. the identity of the perpetrator, including whether the perpetrator was in a position of power over the person allegedly subjected to harassment;
- G. the number of alleged harasser(s);

- H. the age of the alleged harasser(s);
- I. where the harassment occurred;
- J. whether there have been other incidents in the school involving the same or other individuals;
- K. whether the conduct adversely affected the person's work or educational opportunity/performance or environment;
- L. the context in which the alleged incidents occurred;
- M. whether or not speech or expression that is alleged to constitute harassment is protected by the First Amendment to the United States Constitution; and
- N. whether a particular action or incident constitutes a violation of Policy 5517 requires a determination based on all the facts and surrounding circumstances.

At the conclusion of the investigation, the Compliance Officer/designee shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subject to unlawful harassment. The Compliance Officer's/designee's recommendations must be based upon the preponderance of the evidence, taking into account the ages and maturity levels of those involved.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation shall, in most circumstances, be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent shall be final.

If the investigation results in findings of harassment or discrimination in violation of this policy, appropriate disciplinary action up to and including the discharge of an employee, or the suspension/expulsion of a student will be enforced, after applicable due process is afforded. The Superintendent/designee's final decision shall also include assurances of the steps the District will take to prevent recurrence of harassment or discrimination and steps to correct the discriminatory effects on the complainant and/or others as appropriate.

Confidentiality/Privacy

The School District will make all reasonable efforts to protect the confidentiality rights of the Complainant and the Respondent. The School District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law, as well as with the School District's obligations to investigate, to take appropriate action, and to conform with any appropriate discovery or disclosure requests. Confidentiality cannot always be guaranteed. All Complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Office of Civil Rights

The Informal and Formal Complaint procedures set forth in this policy are not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment or discrimination with the United States Department of Education, Office for Civil Rights.

The Office for Civil Rights may be contacted at:

U.S. Department of Education Office for Civil Rights
600 Superior Avenue, East, Suite 750, Cleveland, Ohio 44114-2611
Office main line: (216) 522-4970
TTY: (800) 877-8339
Fax: (216) 522-2573
Web: www.ed.gov/OCR Email: ocr.cleveland@ed.gov
To file a complaint: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

Employees of the district may also pursue a complaint with the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

Record Retention

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Any records which are considered student records in accordance with the *Family Educational Rights and Privacy Act* or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer / designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer / designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer / designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/ Suspension

The Superintendent will file a report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Compliance Officers

The following persons are designated as the District's Civil Rights Compliance Officer(s):

Kristine Martin

Assistant Superintendent
3505 W. Lincolnshire Blvd
Toledo, OH 43606
Phone: 419-473-8222
Fax: 419-473-8247
Email: kmartin@wls4kids.org

Lori Berryman

Director of Human Resources
3505 W. Lincolnshire Blvd
Toledo, OH 43606
Phone: 419-473-8225
Fax: 419-473-8247
Email: lberryma@wls4kids.org