

APPROVED BY THE BOARD OF EDUCATION:

**BLACK RIVER**  
**LOCAL SCHOOL DISTRICT**  
*Home of the Pirates*



**2024 - 2025**  
**HANDBOOK FOR STUDENT CODE**  
**OF EXCELLENCE**

## SUPERINTENDENT WELCOME

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Dear Families and Students,

I would like to welcome you to the 2024-2025 school year. This year promises to build on the success of years past, and I know each of our Black River students and families are as committed to that success as our teachers and staff.

The Black River Local Schools Handbook is your guide for information related to your rights and responsibilities as a student and parent(s)/guardian(s). The Handbook includes the Student Code of Excellence and other information that will allow for a successful school year by providing the basic expectations of all students and is also available on our website at [www.blackriverschools.org](http://www.blackriverschools.org) for your continued reference.

You may request a hard copy of the handbook from your child's school office by completing the "Handbook for the Student Code of Excellence Acknowledgment."

Once the 2024-2025 school year begins, students will bring home information and forms requesting both student and parent(s)/guardian(s) signatures. The signed forms are very important and must be returned to school as soon as possible. Please provide your e-mail address where requested, as this is the critical communication link between our teachers and parents/guardians.

We have been working hard to ensure this school year continues the upward trajectory of the Black River Local School District. As always, our teachers and staff are grateful for your unwavering support and collaboration.

We wish you a safe and productive 2024-2025 school year!

Anthony Stretar, Superintendent

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**EVERY ATTEMPT HAS BEEN MADE TO INSURE THE THOROUGHNESS AND ACCURACY IN THIS PUBLICATION. NEWLY APPROVED POLICIES AND PROCEDURES ADOPTED BY THE BLACK RIVER BOARD OF EDUCATION WILL TAKE PRECEDENCE OVER THIS HANDBOOK.**

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# ***WELCOME***

Students and Families,

Welcome to another exciting and rewarding school year at Black River Local Schools! As principals for Black River Elementary School, Black River Middle School and Black River High School, we're proud to welcome you to the 2024-2025 school year and all that it promises.

Our teachers and staff have been hard at work, spending countless hours learning innovative skills, finding new resources and organizing ways in which each of our students will grow and be best prepared for academic success. As the Black River Mission Statement promises, students will participate in "unique and diverse opportunities, academic excellence, community engagement and a safe mentoring environment," building a strong foundation for their future.

Whether our students are entering elementary school, transitioning to middle school, or beginning their high school journey, we aim to guide them to become well-rounded, responsible citizens who work to achieve their maximum potential.

We're excited for everything this school year has to offer, and we know our students and families share our passion for academic excellence and our desire to be the best school district we can be. To that end, we stress the importance of providing a learning environment that is caring, nurturing and allows for open lines of communication.

All our teachers and staff are here for our students and families. We are a team, and we know that every successful team depends on the collaboration of its members. If you have questions, concerns or need assistance in any way, we are prepared to help you. We will also communicate with our families through a variety of sources throughout the school year. Transparency is the foundation of a successful school district, and we are focused on ensuring every student is comfortable and supported throughout their careers.

This is an exciting time to be a Black River student, and we are all honored to be a part of our students' respective journeys. Let's work together to make the 2024-2025 school year the best it can be!

We are BR!

Adam Griffin, Principal  
Elementary School  
419-736-2161 x 1401

Amy Doty, Principal  
Middle School  
419 736-3304 x 1301

Cathy Aviles, Principal  
High School  
419-736-3303 x 1201

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## MISSION STATEMENT

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Through unique and diverse opportunities, academic excellence, community engagement and a safe mentoring environment, we build a strong foundation for families and future leaders.

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## VISION

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Honoring our Tradition      Supporting our Community      Educating our Future

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## CORE VALUES

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**W** – Welcoming  
**E** – Engaged and encouraging

**A** – Accountable  
**R** – Revealing integrity  
**E** – Enrolled, enlisted, employed

**B** – Balanced  
**R** – Resourceful and responsible

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## GOALS

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1. Develop mastery of basic skills.
2. Gain knowledge and experience in natural sciences, social sciences, humanities and fine Arts.
3. Develop a positive self-image.
4. Develop skills of constructive and critical thinking.
5. Develop skills appropriate to a technological society.
6. Develop respect for others and the law.
7. Gain lifelong learning skills.
8. Gain understanding of value systems, cultures, and heritage.
9. Gain understanding of economic roles in society.
10. Gain knowledge and understanding of the environment.
11. Develop positive health habits and physical skills.
12. Develop within the community a sense of pride in the schools.
13. Continual evaluation and revision of curriculum.

## ALMA MATER

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All Hail, Black River High School To thee we sing our praise  
To honor Alma Mater  
For our voices now we raise.  
To the Black River High School  
Beloved black and gold  
Our team will ever conquer  
For ours are brave and bold.

## FIGHT SONG

---

Fight the Team, Across the Field  
And show them the Pirates are here  
We're going to send the air reverberating  
With a mighty cheer  
RAH, RAH, RAH  
Hit them hard and see how they fall  
Never let that team get the ball  
Hail, hail the gangs all here  
Let's go win the old conference now

# 2024-2025 SCHOOL CALENDAR

## 2024-2025 Black River Local Schools - Approved February 15, 2024

18-24 Lorain County Fair 26 Open House 27 Student 1st Day	<b>AUGUST 2024</b>	<b>SEPTEMBER 2024</b>	2 Labor Day 26 HS Parent/Teacher																																																																																				
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# DISTRICT BUILDING AND ADMINISTRATION

**WWW.BLACKRIVERSCHOOLS.ORG**

## **HIGH SCHOOL (GRADES 8-12)**

Cathy Aviles, Principal  
233 County Road 40  
Sullivan, Ohio 44880  
Phone: (419) 736-3303 ext. 1201  
Fax: (419) 736-3302

## **MIDDLE SCHOOL (GRADES 6-7)**

Amy Doty,  
Principal/Technology  
Coord.  
257 County Road 40  
Sullivan, Ohio 44880  
Phone: (419) 736-3304 ext. 1301  
Fax: (419) 736-3309

## **ELEMENTARY (GRADES K-5)**

Adam Griffin, Principal ext. 1401  
257 Country Road 40  
Sullivan, Ohio 44880  
Phone: (419) 736-2161  
Fax: (419) 736-2165

## **STUDENT SERVICES (SPECIAL ED, GIFTED, ELL, PRE K)**

, Director  
257 County Road 40  
Sullivan, Ohio 44880  
Phone: (419) 736 -2161 ext. 1115  
Fax: (419) 736-2165

## **CENTRAL OFFICE**

257-A County Road 40  
Sullivan, Ohio 44880  
Phone: (419) 736-3300  
Fax: (419) 736- 3308

## **TRANSPORTATION DEPARTMENT**

ext. 1520  
257-A County Road 40  
Sullivan, OH 44880  
Phone: (419) 736-3305  
Fax: (419) 736-3310

## **CENTRAL OFFICE ADMINISTRATION**

Anthony Stretar, Superintendent  
ext. 1101  
Robert, Kuehnle, Treasurer ext. 1103  
Jill Holland Beiser, Asst.  
Superintendent/Curriculum Coord.  
ext. 1106  
Bonnie Cooper Food Service Director  
ext. 1109  
Matt Triplett, IT Support Specialist  
ext. 1525  
Barb Clark, Payroll Clerk ext. 1105  
AR/AP ext 1104  
Mary Stefanik, Admin. Secretary/EMIS  
ext. 1102  
MaryLynne Filaccio, School Psychologist  
ext. 1507

## **BOARD OF EDUCATION**

Chuck Stiver, President  
Dan Sexton, Vice President  
Robin Blake, Member  
Cathie Morlock, Member  
Michele Powers-Neeld,  
Member

## **ATHLETIC DEPARTMENT**

Rob Clarico, HS Athletic Dir.  
ext. 1204  
Ted Gordon, MS Athletic Dir.  
ext. 1338

## SECTION I - GENERAL RULES, POLICIES & PROCEDURES

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### **Articles Prohibited at School:**

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Prohibited items will be taken from students and returned only to the parent at the discretion of the administrator in charge. These items include, but are not limited to, animals, guns, knives (of any type or length), water pistols, razor blades, chains, radios, beepers, laser pens, tape recorders, video games, fireworks, stink bombs, cigarette lighters, vaping devices, any unauthorized medications or supplements, pepper spray, energy drinks and dietary supplements, etc. Refer to the Technology Privacy and Acceptable Use Policy (Section V) for electronic devices. Appropriate disciplinary action will be taken in each case.

### **Classroom Disruption:**

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To best support our students, we entrust District teachers to handle any classroom disruption in a manner that minimizes interference in education delivery and where applicable, the safety of all students. District teachers adjust educational delivery in reaction to classroom disruptions. The District addresses any classroom disruption pursuant to applicable Board Policy, the Student Handbook, and applicable student privacy laws. In keeping with governing laws, the District will honor the privacy of all its students. The parents/guardians of a student significantly disrupting a classroom will be notified of the incident and consequential disciplinary or other corrective action. Should another student be physically injured during any classroom incident, the Principal or his/her designee will contact the parents/guardian of that injured student regarding the injury and the incident that occurred. Federal and state law prohibit the District from disclosing the student causing the classroom disruption and any ensuing disciplinary or corrective action taken regarding that student to other parents/guardians.

### **Custody/Legal Papers:**

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If one parent has been awarded custody of the student by the courts, the custodial parent shall provide the school with a court-stamped copy of the legal custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. If the proper paper work is not on file in the office, the school will presume that the student may be released into the care of either parent. If two parents were never married, then the biological mother is considered legal and custodial parent.

Directory information includes the student's name, address, phone number, date and place of birth, photograph, participation in officially recognized activities and sports, dates of attendance, and awards received. This information will only be given to non-profit organizations. If you do not want directory information shared, please complete the FERPA form that is available on the district website and upon request from the building office. If you do not receive a FERPA form, please contact the building office. The district is required to submit names to the military for high school students, if you do not want your child's name to be submitted, please contact the high school office.

### **Dances (All Buildings):**

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Dances are considered a co-curricular activity. At the high school, students outside of Black River may attend a dance upon receiving administrative approval. Guests must be pre-registered by completing the "Guest Application Form" with the office and approved by the principal. Students who leave a dance will not be readmitted and parents will be contacted. High school students will not be permitted to leave until there is fifteen minutes remaining of the event. High School students must have any lunch charges and school fees paid before purchasing tickets. Students may also be requested to follow a dress code for dances.

### **Discrimination Information:**

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Federal law requires that all school districts guarantee no person (student or staff member) be excluded from participation in or be subjected to discrimination in any educational program on the basis of race, color, national origin, gender, religion or handicap.

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs.

Title IX states, in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.

All persons associated with the District, including, but not limited to, the Board, administration, staff, students, and third parties are expected to conduct themselves at all times so as to provide an atmosphere free from sex discrimination and sexual harassment. Sex discrimination and sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. The District may have an obligation to investigate and/or respond to sexual Harassment occurring off school grounds, when the harassment creates a hostile environment within the school setting. Sexual harassment is strictly prohibited by this policy.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Jill Holland Beiser, Asst. Superintendent/Curriculum Director  
Address: 257-A County Road 40  
Sullivan, OH 44880  
Phone number: (419) 736-3300  
Email: [jbeiser@blrv.org](mailto:jbeiser@blrv.org)

The Title IX Coordinator serves as the grievance officer and coordinates the District's efforts to comply with and carry out responsibilities under Title IX, including any complaint under Title IX. He/She is vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks. Any investigatory responsibilities of the Title IX Coordinator may be delegated to a designee trained in Title IX compliance and procedures

# DRESS CODE

## ACCEPTABLE

Student's coat, hat and backpack are to be stored in the student's locker during school hours.

Clothing that has buttons or snaps down the legs are prohibited. Pajama pants are unacceptable.



## UNACCEPTABLE

Hats, scarves or other head coverings may not be worn in the building except for medical or religious reasons. This includes bandannas and sweatshirt hoods. Sunglasses are not to be worn in the building except for medical reasons.

The arm hole of sleeves must not extend below the armpit and must cover undergarments.

Any apparel that promotes the use of alcohol, sex, violence, the degradation of an individual or group, or words that have alternate meanings relating to the above categories is unacceptable.

Students must have clothing covering the body from the top of the shoulders to mid-thigh. Stomach or midriffs must be covered at all times. Undergarments need to remain covered.

Rips or tears in jeans must be below fingertip length.

Bare or stocking feet are not allowed. At the BREC, sandals must have an ankle strap; flip-flops are not to be worn.



## ACCEPTABLE

Jewelry and other ornaments worn excessively or that would cause a safety concern are not acceptable.

The entire bottom of skirts and shorts must be at least straight-finger tip length. Leggings must be accompanied by a shirt that is thigh length. Running shorts not meeting this guideline are not permitted.



## Dress Code (Grades K-5):

*If there is a question as to whether or not something is acceptable to wear, don't wear it.*

The following dress code applies to all school related activities such as the normal school day, field trips, banquets, meetings, etc. The objective of the Black River Dress Code is to provide an appropriate, safe and respectful educational environment while allowing students to dress comfortably, within limits, and to facilitate learning. Black River expects students to maintain an appearance that is not distracting to students, teachers or the educational process.

## Dress Code (Grades 6-12):

**IF THERE IS A QUESTION AS TO WHETHER OR NOT SOMETHING IS ACCEPTABLE TO WEAR, THEN DON'T WEAR IT.**

The following dress code applies to all school related activities such as the normal school day, field trips, banquets, meetings, etc.

- Students should dress in an appropriate way to ensure a safe and respectful educational environment. Students shall follow the listed guidelines. If a student misses any class time after the second offense due to a dress code violation, the student's absence may be considered unexcused and the student may not receive class credit.

### Section I: General Guidelines for All Articles of Clothing

- Clothing should not have tears or rips above mid-thigh
- Clothing must not promote drugs, alcohol, tobacco, sex, violence or is offensive or degrading.
- Clothing should not expose undergarments or private parts of the body.
- Top and bottom clothing must overlap and not expose the midsection.
- No excessive ornamentation, including but not limited to necklaces, bracelets, spiked

jewelry, gloves, make up, etc... due to safety concerns.

- Sunglasses are for outdoors unless prescribed in writing by a medical doctor for indoor wear.
- Undergarments must be worn in an appropriate manner and are required.
- Writing on clothing should not cause a distraction.

#### **Section II: Pants, Shorts, Capris, Skorts, & Skirts**

- Clothing must fit appropriately.
- Pants, shorts, capris, skirts, or skorts should not unbutton down the legs.
- Writing on clothes should not cause a distraction.
- Skirt, shorts or skorts should be at least mid-thigh length (fingertip length when arms are dropped to the side).
- At the elementary, shorts may be worn during 1<sup>st</sup> and 4<sup>th</sup> quarters.

#### **Section III: Tops**

- Tops should have sleeves. Sleeveless shirts of at least a three-finger width across the shoulder are permissible.
- Tops should not be formfitting or low-cut. No visible cleavage for both males and females.
- Coats or cold weather jackets are for outdoors and not inside the school during the school day.

#### **Section IV: Head Coverings**

- Hats, caps, scarves or head coverings (including hoods) are for outside and not inside the school during the school day (unless it is part of a school established spirit day).
- Head coverings are allowed for medical or religious purposes. The parent is to notify school administration of the medical or religious practice prior to the start of the school year to prevent the students from being questioned about the attire.

#### **Section V: Shoes**

- Shoes must be worn at all times.
2. Any dress or grooming that interferes with the cleanliness, health, welfare or safety of the students, or that disrupts the educational process by being distracting, indecent or inappropriate, is expressly prohibited. Violation of these standards may result in dismissal from class or school until the violation is corrected.
  3. **Attire for Field Trips** - Students representing Black River may be required to adhere to a more rigid and specific campus wear code. Students attending Black River events are expected to follow the Black River Dress Code. Students may be requested to leave at the discretion of the supervisor or administration based on student appearance.
  4. All elementary students must have a full change of clothes at school.

### **The school administration is the final determiner of acceptable wear.**

#### **Drills:**

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**Fire:** The fire drill signal is the ringing of the fire alarm. Fire drill procedures are posted in each classroom. Drill exit signs are posted above each door in every classroom. Fire drills are required by law on a monthly basis.

**Tornado:** The tornado drill signal is a broadcast over the public address system or a whistle. Tornado drills are required by law during the months of March, April and May. Tornado drill signs indicating where to report are posted in each classroom.

**Safety Drills:** Safety drills, including lockdowns, are conducted three times a school year to prepare students for various emergencies.

#### **Driving Privileges (High School Students):**

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Student use of cars is a privilege, not a right. It is also considered a co-curricular activity. As such, students who drive to school must meet all co-curricular activity guidelines as related to grade point average and minimum number of credits earned each nine week grading period. Students who drive to school will need to register their vehicles (including Medina Career Center and PSEO/CCP students) to receive a parking permit. A current parking permit must be displayed. A registration fee is required. The application may be obtained in the HS office.

Violations of parking regulations may result in suspension or permanent denial of driving privileges. If driving privileges are suspended, parking fees will not be refunded.

1. The following regulations apply to parking and driving on school property: Seniors will have first privilege, then juniors followed by sophomores. Freshman will be allowed to drive with special permission from the principal.
2. BRHS, MCCC, and PSEO/CCP students must use the West parking lot.
3. The campus speed limit is 10 mph. Students are to observe posted speed limits on school property at all times.
4. Students are not to be in the parking lot during the day without permission from the high school office.
5. Illegally or improperly parked vehicles or those without a parking permit clearly displayed on the rear-view mirror may be towed at the owner's expense.
6. Attendance (tardiness) problems may result in the cancellation of driving privileges.
7. Vehicles parked on the Board of Education property may be searched at any time by the administration with assistance by local law enforcement officers. Recent changes in law allow civil authorities to take over a search at the request of school authorities if the search is initiated by school authorities.
8. **Students who obtain a parking permit and their parents are required to consent to participate in the district's Drug Testing Program. Failure to consent to the program results in ineligibility for all parking and co-curricular or extracurricular activities. Students in grades 7-12 will also have the opportunity to "Opt-In or Volunteer" test. See the Black River Drug Testing Guidelines for more requirements and details.**

## Drug Testing Policy

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Parents with students and the students in grades 7-12, participating in interscholastic athletics, co-curricular or extracurricular activities or those who obtain a parking permit are required to consent to participation in the District's Drug Testing Program. Both student participates and their parents are required to sign/provide consent for participation in the District's Drug Testing Program. Failure to consent to the program results in ineligibility for all parking and co-curricular or extracurricular activities. Students in grades 7-12 will also have the opportunity to "Opt-In or Volunteer" test. See the Black River Drug Testing Guidelines on pages 49-51 for more requirements and details.

## Emergency Medical Forms:

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All forms including Emergency Medical Forms, must be completed online through Final Forms at <https://blackriverlocal-oh.finalforms.com>

Every student **must** have an Emergency Medical Authorization Form completed and signed by his/her parent or guardian. The form is kept on file in the office. Parents must notify the office of any changes such as address, phone number, parent email, and new employment. It is imperative that the school be able to reach someone in case of an emergency. **FORMS MUST HAVE AT LEAST THREE (3) DIFFERENT WORKING PHONE NUMBERS THAT CAN BE CALLED. If the school is unable to make contact with a parent then, at the discretion of the building principal, local law enforcement may be contacted to assist in finding a parent or guardian. If providing a cell phone number as a contact, please make sure it accepts incoming calls and messages.**

If listing diabetes, seizures, food intolerance, allergies or any other diagnosis on the emergency medical form, please see the school website and download a care plan to be returned to the nurse at the beginning of the school year. If an additional medical action plan is needed for your student, please contact the school office to set up a meeting with the nurse. This information is needed for us to follow appropriate steps if a medical emergency arises regarding said condition. It is the parent's responsibility to provide the necessary supplies to manage the care of their student while they are at school.

## Extracurricular Activities:

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Participation in extracurricular, co-curricular organizations and any other school-sponsored activities that occur outside of the school day is encouraged. They include, but are not limited to, athletics, class trips, dances, and student organizations. Student participation may be limited if the student has been suspended from school or any other activity or has been involved in legal proceedings with a juvenile or adult court system where they are charged or being charged.

To maintain extracurricular and co-curricular eligibility, a student must maintain a grade point average (GPA) of 1.6, and be passing all core courses (English, math, science and social studies). Eligibility will be determined by the previous nine week grading period.

**Students in grades 7-12 participating in interscholastic athletics, co-curricular or extracurricular activities or those who obtain a parking permit and their parents are required to consent to participation in the district's Drug Testing Program. Failure to consent to the program results in ineligibility for all inter-scholastic athletics,**

**co-curricular and extracurricular activities, as well as denial of parking permits. Students in grades 7-12 will also have the opportunity to “Opt-In or Volunteer” test. See the Black River Drug Testing Guidelines on pages 49-51 for more requirements and details.**

A student must be in attendance a minimum of 3.5 hours in order to continue participating in events. In the event of an emergency, exceptions may be made by the building principal upon receipt of a verified excuse, or an excuse signed by a physician, and/or parents in a family emergency.

Student athletes must meet Ohio High School Athletic Association Guidelines and the guidelines found in the Black River Athletic Handbook.

## **Harassment/Initiations/Hazing/Bullying:**

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*Includes Multimedia/Cyber-Bullying/Texting/Sexting*

It is the policy of the Black River Local School District that any initiation/hazing activities of any type, which are inconsistent with the educational process, are prohibited at all times. Harassment/initiation/hazing/bullying is defined as an act of coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing/bullying and/or dating violence does not lessen the prohibition.

No student may harass, bully or participate in the hazing of any other student, staff member, or any person associated with Black River Local School District on the basis of handicap, gender, race, color, creed, age, religion, national origin, or any difference of ideology. This rule applies to harassment in any form (i.e., physical, written or verbal). Any form of discrimination including symbols that either promote one race or are designed to offend or discredit any group or individual and cause a repeated disruption between individuals or groups are prohibited from school property. This includes racially inflammatory clothing, banners, signs or symbols of any kind.

Administrators, teachers and all other district employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering district employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

## **Health:**

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School personnel are not permitted to dispense any medication – including over-the-counter medicines without the express written consent of parents and/or a physician. All medication must be brought by the parent or guardian to the nurse’s office or the child’s building’s office, accompanied by the “Authorization to Administer Medication Form” which must be completed by the parent and the physician. Medicine should be in its original container, with the child’s name, date and exact dosage. Failure to follow this procedure will result in school personnel being unable to administer the child’s medication and possible disciplinary consequences. With a doctor’s authorization, students may carry inhalers or Epi-pens. All forms and authorized medication must be on file with the nurse and in your child’s building’s office by September 6, 2024 or your child will be unable to attend school.

Please remember to pick-up your child’s medication prior to the last day of school. A parent or legal guardian must come into the school to pick-up the medications. Medications cannot be sent home with any student for their safety. Any medications or medication supplies remaining in the clinic at school will be disposed of one week after the last day of school. If your child’s form states they can self-carry their Epi-pen or inhaler as per Ohio Revised Code, we will send that medication home with the child on the last day of school.

Although immunizations are compulsory, a parent or legal guardian may file a State of Objection with the school principal at the time of enrollment. This notice shall be done in writing on a form furnished by the school. The form requires parents or a guardian to state the objection(s) and reason(s). The form will then be forwarded onto the nurse for review. You will be contacted by the nurse after consideration is given in this matter. Immunizations per Ohio School Immunization Laws (Section 3313.67 & 3313.671):

## Immunization Summary for School Attendance Ohio

VACCINES	<i>FALL 2024</i> <b>IMMUNIZATIONS FOR SCHOOL ATTENDANCE</b>
<b>DTaP/DT Tdap/Td</b> Diphtheria, Tetanus, Pertussis	<u><b>K-12</b></u> Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4 <sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 <sup>th</sup> birthday, a fifth (5) dose is not required. *. <u><b>Grades 7-12</b></u> One (1) dose of Tdap vaccine must be administered on or after the 10 <sup>th</sup> birthday.*
<b>POLIO</b>	<u><b>K-12</b></u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 <sup>th</sup> birthday, regardless of the number of previous doses. ***
<b>MMR</b> Measles, Mumps, Rubella	<u><b>K-12</b></u> Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
<b>HEP B</b> Hepatitis B	<u><b>K-12</b></u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
<b>Varicella</b> (Chickenpox)	<u><b>K-12</b></u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.
<b>MCV4</b> Meningococcal	<u><b>Grade 7</b></u> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the tenth birthday. <u><b>Grade 12</b></u> Two (2) doses of MCV4. Second dose on or after age 16 years. If the first dose was given on or after the 16 <sup>th</sup> birthday, only one dose is required.***

## NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Child and Adolescent Immunization Schedule* for ages 18 years or younger or the Catch-up Immunization Schedule for persons aged 4 months through 18 years who start late or who are more than *1 month behind*, as published by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the minimum interval or age are not valid doses and should be repeated as age appropriate. If MMR and varicella are **not** given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for school attendance and the ODH Director's Journal Entry on required vaccines for child care and school. These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

\*Recommended DTaP or DT minimum intervals for kindergarten students four weeks between the first and second doses, and the second and third doses; and six month between the third and fourth doses. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.

\*\* Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. Children age 7 years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age 7-9 years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.

\*\*\* The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose. Only trivalent OPV (fOPV) counts towards the U.S. vaccination requirements. Doses of OPV Administered before April 1, 2016, should be counted (unless specifically noted as administered during a campaign). Doses of OPV administered on or after April 1, 2016, should not be counted. If any combination of IPV and OPV was received, four doses of either vaccine are required.

\*\*\*\* Recommended MCV4 minimum interval of at least eight weeks between the first and second dose. If the first dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second dose is not required. If a pupil is in 12<sup>th</sup> grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

- A nurse is available on the district campus.
- The nurse assists with health classes, providing information on sexually transmitted diseases, sexual abstinence, hygiene, growth and development and hand-washing.
- Screenings provided – vision, hearing, blood pressure.  
\*\*Vision and hearing screenings will be done with all children in preschool, kindergarten, first, third, fifth, ninth and eleventh grades as required by state law. Seventh grade is only required to have vision screening completed. If your child does not pass the screenings, the nurse or other medical personnel will send a letter to share the results and may make a recommendation for further evaluation. If your child has a known hearing or vision deficit, a referral will be sent home to enable you to follow up with your provider.\*\*
- An immunization update is offered to seniors in the spring.
- All accidents, injuries, illnesses must be reported to the office.
- Students suffering from any contagious disease or condition will be sent home. Communicable Diseases and Conditions may be diagnosed and treated by a physician. Some conditions may be treated at home. Contact your physician or pharmacist for the recommended treatment medication.

Impetigo: Impetigo is a contagious skin infection and can be spread to various parts of the body and to other susceptible people.

Scabies: Skin rash commonly found on finger webs, inside of wrists and elbows. It is difficult to see until 4-6 weeks after exposure. Individual will experience severe itching, especially at night and rash appears.

Head Lice: Parasitic insects found on the human head. Head lice are most often found on the scalp behind the ears and near the neckline at the back of the neck. The lice hold onto the hair with hook-like claws at the end of each of their six legs. Students will be sent home if live lice are found. Students may return upon treatment and a recheck by the school nurse. A second treatment should be done at home 14 days after the first treatment and be rechecked by the nurse upon return to school.

**Students should not return to school until they are no longer contagious. Do not send student to school if condition is recognized outside of school.**

## **PROCEDURES FOR THE SAFETY OF STUDENTS WITH FOOD ALLERGIES**

**The Black River Local School District recognizes that food allergies can be life threatening.**

### **Parents are required to:**

1. Notify the district of your child's allergies prior to the opening of school (or as soon as a diagnosis is made.)
2. Provide the district with a detailed script from the child's physician.
3. Complete the District Allergy Plan available online or in the nurse's office.

### **Nurse is required to:**

1. Coordinate the overall program for preventing and treating allergic reactions.
2. Educate staff at the beginning of each year with respect to recognition of signs and symptoms and treatment of reactions.
3. Provide staff with up-to-date allergy list (through the online medical alerts) in DASL

### **Teachers are required to:**

1. Follow the district procedure for maintaining a safe classroom environment for the food allergic child.
2. Know which students in their classroom have a food allergy and adhere to the child's emergency medical plan.
3. Provide parents with the approved safe food list while planning for each event relating to food.

### **If a student has serious food allergies, the following procedures are to be implemented and followed:**

1. **Develop a Plan**
  - a. The building principal, teacher(s), school nurse, and parents of the food-allergic child shall develop a plan for dealing with the child's food allergies based on the district guidelines.
2. **District Guidelines**
  - a. Keep allergy-producing snacks out of the classroom by adhering to the approved safe food list.
  - b. Any person bringing a snack for the class must adhere to the safe food list that will be distributed to every child in the classroom, the teacher will not dispense any snacks that are not on the approved list of safe foods. Parents will be required to pick up inappropriate snacks.
  - c. The teacher will not do classroom projects that involve nuts.  
For class activities that require food, the teacher will make sure parents provide food from the "Safe Food List". Snacks must be prepackaged and contain nutritional and ingredient information.
  - d. Hand washing will be expected by all parties.
  - e. Students will be directed to not trade snacks, lunches, and utensils.
  - f. Parents will be notified in writing that a child has a food allergy in the classroom. The letter will also state that if their child ate any food containing nuts or other allergens for breakfast, they are to make sure that his/her hands are washed with soap and water before leaving for school. Water alone does not eliminate contamination.
  - g. Students will wash hands after eating lunch to avoid cross-contamination.

**Student Health Insurance-** Information regarding the voluntary purchase of student health insurance will be sent home with the students during the first week of school. Parents are able to secure this insurance at any time during the school year.

## **Interrogations and Searches:**

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonable likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its content as the administrator believes is necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each building.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs and

explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of the dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

### **Interview by Law Enforcement:**

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The schools have legal custody of students during the school day and during hours of approved extracurricular and co-curricular activities. It is the responsibility of the school administration to try to protect each student under its control, therefore:

1. Whenever possible, law enforcement officers should contact and/or question students out of school. However, when it is absolutely necessary, law enforcement may enter the school without a warrant to question students. The questioning will be done in administrative offices in the presence of school personnel, preferably an administrator.
2. The school administration must be notified before a student may be questioned in school or taken from a classroom.
3. If possible, the parent(s) or legal guardian(s) of the student to be interviewed should be notified by law enforcement or school personnel before the student is questioned so that the parent(s) or guardian(s) may be present if they so desire.
4. When it is necessary to remove a student from school, after notifying the school administration, office personnel will notify the parent(s) or guardian(s).
5. The school administration will always notify law enforcement whenever a student is involved in any type of criminal activity. When the school learns of such activity, it will notify the school resource officer and/or the local law enforcement agency. The school will not attempt to handle situations that are properly in the realm of law enforcement.
6. Law enforcement officers including School Resource Officers are permitted to use and wear body cameras. All student data is protected under the Family Educational Rights and Privacy Act (FERPA). Data may be shared and used by district administration/and law enforcement for discipline.

### **Lockers and Coat Rooms:**

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A locker will be assigned to each student in grades 3-12. Locker and coat room inspections may occur at any time by school administration and staff. The district has the right to search lockers and their contents. Students should use good judgment about bringing valuables to school. We are not responsible for missing items. Sports equipment, books, musical instruments, etc. should be secured in lockers or in areas provided by the school. Students in grades 6-12 should place a combination lock on their locker. The middle school issues locks at the beginning of the school year and high school students may request one. Replacement cost for non-returned locks is \$6.

### **Lost and Found:**

Please mark jackets, coats, book bags, and other personal items with your child's name. Lost items may be reclaimed if marked. Lost and found items will be disposed of periodically throughout the school year. Articles of clothing are given to charitable organizations or other students deemed in need by the guidance counselor or administration, if not claimed by the last day of school

## Lunch and Lunch Charges:

The cost of the standard Class A lunch as defined by law is as follows:

<i>Building</i>	<i>Breakfast</i>	<i>Reduced Breakfast</i>	<i>Student Lunch</i>	<i>Reduced Lunch</i>	<i>Adult Lunch</i>	<i>Milk</i>
Elementary & Middle School	\$2.00	\$0.30	\$3.50	\$0.40	\$5.00	\$0.50
High School	\$2.00	\$0.30	\$3.50	\$0.40	\$5.00	\$0.50

**\*A la carte items may not be charged.\***

### UPDATES FOR 2024-2025 SCHOOL YEAR

Our foodservice has completed Food Protection Manager Training, which is accredited by the American National Standards Institute (ANSI)-Certificate for Food Protection (CFP). They are also Level 2 Certified in Food Protection by the Ohio Department of Health. We remain committed to providing safe meals to our students.

#### Computerized Point of Sale

Black River Local Schools utilizes a computerized debit system called Point-of-Sale. This system allows advance deposits in the form of cash or check to your child's lunch account.

All schools in our district have a computerized point of sale, which allows students to make purchases to their account using their student id number. Each student will be issued an ID number when the student enrolls into Black River Schools and the ID numbers stays with the student until they leave Black River Schools.

#### Pay Schools Central

Black River Local Schools offers Pay Schools Central for their central payment portal for parents. Now you can pay for your children's school meals, add ala carte money, pay fees, and more online, securely and quickly. No more lost cash or checks! Create your account using your computer or tablet at: <https://www.payschoolscentral.com>. If you want to use your phone, download the Pay Schools Central app on the Apple App or Google Play.

You can apply for Free or Reduced meals at <https://www.payschoolscentral.com>. Applications are accepted anytime during the school year. If approved, you may be eligible for other benefits, such as a waiver of school fees and possible EBT benefits. Any positive balance remaining on your child's account will rollover to the next school year. Refunds will only be issued to students who are graduating or withdrawing from the district. No refunds will be given under \$5.00.

Students who are unable to pay for their meals will be provided the daily breakfast or lunch being served for the day. The meal charged to their account will be noted as a negative balance. If parents do not want their child charging school meals, a parent note is required annually as documentation why the food service department is not feeding your child a meal. The negative balance is to be repaid. These procedures allow for the students to receive the daily nutrition they need and minimize the identification of students with insufficient funds to pay. There will be weekly phone calls to notify parents of their child's negative balance. All lunch charges must be paid to attend school dances, field trips, prom and graduation. If you are unable to pay, please contact the School Treasurer at 419-736-3300 extension 1103 to develop a payment plan.

If you would like to request a school meal application or have any questions about the application, please contact the Food Service Director at 419-736-3300 extension 1109. To maintain the integrity of the school food service account any cafeteria charges that are not paid in full by the end of the 2023-2024 school year will be added to the student's fees.

## Media Center Facilities:

The district provides library facilities to help meet student needs. Students may visit the building media center for purposes of research, checking out books and instruction. Students will be financially responsible for lost or damaged library books.

## Parent Forms/Information:

At the start of each year, parents must submit the following forms through Final Forms at <https://blackriverlocal-oh.finalforms.com>. Forms may vary per building and grade. **Report any change of address, phone number, or parent email to the school or district offices promptly.** Final Forms can be translated into many languages.

- New Student Registration
- Emergency Medical Form/Emergency Dismissal Form
- Home Language Survey

- Student Transportation Form
- Health Information Form
- Free and Reduced Lunch Form – to be completed if applicable
- Student Insurance Letter – to be completed if student is in need of insurance
- Student/Parent Handbook Acknowledgement/Technology Agreement
- Technology Acceptable Use Policy
- Student Parking Permit
- Permission to Photograph
- Technology Insurance Purchase Form
- Chromebook/IPAD Agreement
- All OHSAA Forms

## **Passes (Grades 6-12):**

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Passes must be obtained by students who wish to be in another class/area other than their assigned class. Students in the hallways without a pass may be assigned a disciplinary consequence. Student planners will be utilized for hall passes.

## **Pets/Animals:**

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Animals/pets of any kind are NOT permitted at school without the permission of the building administrator. No animals/pets are permitted on the buses.

## **Property Care/Vandalism:**

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It is the responsibility of all students to help care for school facilities. Students who vandalize school property, including but not limited to school buildings, property, buses, school equipment (including textbooks, technology, musical instruments, etc.) will be subject to disciplinary actions (suspension and possible expulsion) and monetary restitution. Parental liability limits are set at \$10,000 for acts of willful destruction of property by their children (HB 601).

NOTE: Participation in extracurricular and co-curricular events may be restricted and receipt of grades, awards, progress reports, access/report cards, transcripts and/or permanent records may also be held until assessed charges for vandalism are paid in full.

## **Public Awareness:**

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For school age students, a disability means a student has been identified as having one or more of the following conditions: autism, developmental handicap, hearing handicap, multi-handicap, orthopedic and/or other health handicap, severe behavior handicap, speech and language handicap, specific learning disability, traumatic brain injury, and/or visual handicap.

Black River Local Schools offer:

- a. Evaluation for all children with disabilities age 3 through age 21; and
- b. Education for all children with disabilities age 3 through age 21.

Once the District is notified of a suspected disability:

- a. The child's parent(s) are contacted and notified of their rights as required by the Individuals with Disabilities Education Act, the Ohio Revised Code and the State Board of Education Rules for the Education of Handicapped Children; and
- b. Arrangements are made to evaluate the child in cooperation with the parent(s).

See page 53 for additional information.

## **Public Display of Affection:**

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Students, regardless of gender, are not to engage themselves in touching, or extended hugging, or kissing other students while on school grounds.

## **Restraint and Seclusion:**

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The District does not engage in practices prohibited by State law including:

1. Prone restraint;
2. Any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
  - Involves the use of pinning down a student by placing knees to torso, head or neck of the student;
  - Uses pressure points, pain compliance or joint manipulation techniques or;

- Otherwise involves techniques that are used to unnecessarily cause pain.
3. Corporal punishment;
  4. Child endangerment, as defined by Ohio Revised Code Section 2919.22;
  5. Deprivation of basic needs;
  6. Seclusion and restraint of preschool children in violation of Ohio Administrative Code Section (OAC) 3301-37-10;
  7. Chemical restraint;
  8. Mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
  9. Aversive behavioral interventions or;
  10. Seclusion in a locked room or area.

#### Use of Restraint:

Physical restraint may not be used as any form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by ORC 3319.41.

Restraint may be used only:

1. If a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. If the physical restraint does not interfere with the student's ability to breathe;
3. If the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and;
4. By school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

### **School Delays and Closings:**

In the event of inclement weather, hazardous road conditions or mechanical failure in the district, school may be delayed by 2 hours and/or closed or may have an early release initiated. School closings, delays and early releases will be announced over the following radio and TV stations:

WAKR (1590 AM), WONE (97.5), WQMX (94.9), WEOL (930 AM), WQKT (104.5), WKYC-Channel 3, Fox 8-Channel 8, and News Channel 5, First Alert (19).

Closing and delays will try to be made before 6 AM when possible. An automated call through **One Call Now** will also be initiated for closings, delays and other important information. Please make sure your contact information is updated throughout the school year. Parents should have an alternate plan for emergency early dismissals. The header on the district website will also show the building status.

### **Student Alleged Discrimination Grievance Procedures:**

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes Black River Local School District (the "District") staff, teachers or administrators have inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender) and/or Section 504 of the Rehabilitation Act of 1973 (disability), may file a formal complaint in accordance with applicable Board Policies. The Assistant Superintendent is the coordinator for Title VI and Title IX issues. The complaint shall be adjudicated in accordance with the formal grievance procedures as set forth below.

In lieu of filing a formal complaint, whenever possible and practical, the student may participate in an informal grievance process. During the informal grievance process, the student is encouraged to engage in the process to resolve the alleged grievance. The student should initiate the informal resolution process with either a teacher and/or administrator. An informal grievance does not require parent(s)/guardian(s) to be present during the student discussions with a teacher and/or administrator.

Should a student file a formal complaint, the student has assurance that he/she will receive a written determination to the complaint within the earliest possible time frame permitted pursuant to Board Policy. Additionally, the District will keep confidential all correspondence and documentation related to the formal complaint to the extent permitted by law.

The Formal Grievance Procedures shall be as follows:

## **NON-DISCRIMINATION AND/OR HARASSMENT:**

The Board will follow the complaint and investigation procedures as outlined in *Board Policy AC – Nondiscrimination* for any complaints based on race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, and military status discrimination.

### **Nondiscrimination (AC)**

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

The Board designates the following individual to serve as the District's compliance officer/civil rights coordinator:

Title: Jill Beiser, Assistant Superintendent/Curriculum Director  
Address: 257-A County Road 40  
Phone number: (419) 736-3300 ext. 1106  
Email: jbeiser@blrv.org

The name, title, and contact information of this individual is annually published in District handbooks and on the District website. The Board has adopted separate policies and procedures for sexual harassment, including the identification of a Title IX Coordinator. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address any inquiries or complaints regarding discrimination/retaliation or denial of equal access in a prompt and equitable manner.

### **Reports and Complaints of Unlawful Discrimination/Harassment**

All persons associated with the District, including, but not limited to, the Board, administration, staff, students and third parties are encouraged to promptly report incidents of unlawful discrimination/harassment.

The Board has developed complaint procedures, which are made available to every member of the school community. The Board also has identified disciplinary penalties, which may be imposed on the offender(s).

Matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible.

## **SEXUAL HARASSMENT:**

The Board will follow the complaint and investigation procedures as outlined in *Board Policy ACAA – Sexual Harassment* and *Board Policy ACAA-R – Sexual Harassment Grievance Procedures* for any sexual harassment complaints.

## **Sexual Harassment (ACAA)**

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Jill Beiser, Assistant Superintendent/Curriculum Director  
Office address: 257-A County Road 40, Sullivan, Ohio 44880  
Email: jbeiser@blrv.org  
Phone number: (419) 736-3300 ext 1106

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

## **Retaliation Prohibited**

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

## **Confidentiality**

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

## **Notice Requirements**

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

## **Training Requirements**

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

## **Conflict of Interest and Bias**

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

## **Determination of Responsibility**

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

## **Determination of Responsibility**

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

## **Sexual Harassment Grievance Procedures (ACAA-R)**

### **Sexual Harassment Grievance Procedures**

The Board requires the following grievance process to be followed for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited as sexual harassment by Title IX. The Board directs the process to be published in accordance with all statutory and regulatory requirements.

### **Definitions**

The following definitions apply for Title IX policies and procedures:

“Actual knowledge:” notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any official of the District who has authority to institute corrective measures on behalf of the District, or to any employee of an elementary or secondary school.

“Education program or activity:” includes locations, events or circumstances over which the District exercised substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, and the context in which the sexual harassment occurs.

“Complainant:” an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent:” an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Formal complaint:” a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation of sexual harassment.

“Supportive measures:” non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

### **District Requirements**

When the District has actual knowledge of sexual harassment in an education program or activity of the District, the District will respond promptly in a manner that is not deliberately indifferent. When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator will direct the individual to the applicable sex discrimination process for investigation.

The District treats individuals who are alleged to be the victim (Complainant) and perpetrator (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive measures. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the District’s property, campus escort services, changes in work locations and other similar measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant’s wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. If the District does not provide the Complainant with supportive measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

### **Timelines**

The District has established reasonably prompt time frames for the conclusion of the grievance process, including time frames for filing and resolving appeals and informal resolution processes. The grievance process may be temporarily delayed or extended for good cause. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. In the event the grievance process is temporarily delayed for good cause, the District will provide written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

### **Response to a Formal Complaint**

At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, or other means designated by the District.

The District must follow the formal complaint process before the imposition of any disciplinary sanctions or other actions that are not supportive measures. However, nothing in this policy precludes the District from removing a Respondent from the District’s education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. Nor does it preclude the District from placing a non-student employee Respondent on administrative leave during the pendency of the grievance process. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Upon receipt of a formal complaint, the District must provide written notice to the known parties including:

1. Notice of the allegations of sexual harassment, including information about the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, the date and location of the alleged incident, and any sufficient details known at the time. Such notice must be provided with sufficient time to prepare a response before any initial interview;
2. An explanation of the District’s investigation procedures, including any informal resolution process;

3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
  4. Notice to the parties that they may have an advisor of their choice who may be, but is not required to be, an attorney, and may inspect and review any evidence; and
- Notice to the parties of any provision in the District's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice initially provided, notice of the additional allegations must be provided to known parties.

The District may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

### **Investigation of a Formal Complaint**

When investigating a formal complaint and throughout the grievance process, the District must:

1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not the parties';
2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
4. Allow the parties to be accompanied with an advisor of the party's choice who may be, but is not required to be, an attorney. The District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
5. Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate, with sufficient time for the party to prepare to participate;
6. Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint and comply with the review periods outlined in this process;
7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who facilitate an informal resolution process, do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;
9. Not make credibility determinations based on the individual's status as Complainant, Respondent or witness;
10. Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.

### **Dismissal of Formal Complaints**

If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under this policy.

The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any time during the investigation or hearing, if applicable, when any of the following apply:

1. a Complainant provides written notification to the Title IX Coordinator that the Complainant would like to withdraw the formal complaint or any allegations therein;
2. the Respondent is no longer enrolled or employed by the District or specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the reasons for dismissal simultaneously to both parties.

### **Evidence Review**

The District provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence provided by the District must include evidence that is directly related to the allegations in the formal complaint, evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to completion of the investigative report, the Title IX

Coordinator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties have 10 calendar days to submit a written response to the Title IX Coordinator, which the investigator will consider prior to completion of the investigative report.

### **Investigative Report**

The investigator must prepare an investigative report that fairly summarizes relevant evidence and send the report to the Title IX Coordinator. The Title IX Coordinator must send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. The parties have 10 calendar days to submit a written response to the Title IX Coordinator.

### **Decision-Maker's Determination**

The investigative report is submitted to the decision-maker. The decision-maker cannot be the same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a hearing or make a determination regarding responsibility until 10 calendar days from the date the Complainant and Respondent receive the investigator's report.

Prior to reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Questions must be submitted to the Title IX Coordinator within three calendar days from the date the Complainant and Respondent receive the investigator's report.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence standard. The decision-maker's written determination must:

1. Identify the allegations potentially constituting sexual harassment;
2. Describe the procedural steps taken, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Include the findings of fact supporting the determination;
4. Draw conclusions regarding the application of any District policies and/or code of conduct rules to the facts;
5. Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any recommended disciplinary sanction(s) imposed on the Respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the District to the Complainant and

The procedures and permissible bases for the Complainant and/or Respondent to appeal the determination.

A copy of the written determination must be provided to both parties simultaneously, and generally will be provided within 60 calendar days from the District's receipt of a formal complaint.

The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Where a determination of responsibility for sexual harassment has been made against the Respondent, the District will provide remedies to the Complainant that are designed to restore or preserve equal access to the District's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective implementation of any remedies. Following any determination of responsibility, the District may implement disciplinary sanctions in accordance with State or Federal law and or/the negotiated agreement. For students, the sanctions may include disciplinary action, up to and including permanent exclusion. For employees, the sanctions may include any form of responsive discipline, up to and including termination.

### **Appeal**

Either the Complainant or Respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the bases that procedural irregularity that affected the outcome of the matter.

## **HAZING AND BULLYING (HARASSMENT, INTIMIDATION AND DATING VIOLENCE):**

The Board will follow the complaint and investigation procedures as outlined in *Board Policy JFCF – Hazing and Bullying* and *Board Policy JFCF-R – Hazing and Bullying (Grievance Procedures)* for any complaints alleging bullying, hazing, harassment, intimidation, and dating violence.

### **Hazing and Bullying (JFCF)**

(Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

### **Hazing and Bullying (JFCF-R)**

(Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

### **School Personnel Responsibilities and Complaint Procedures**

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
  - A. posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening emails, website postings or comments and instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students and excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

### **Teachers and Other School Staff**

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence, as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

### **Complaints**

#### **1. Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected hazing, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

## 2. **Informal Complaints**

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must

3. be reasonably specific as to the actions giving rise to the suspicion of hazing and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

## 4. **Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

## 5. **False Complaints**

Students are prohibited from deliberately making false complaints of bullying. Students found responsible for deliberately making false reports of bullying may be subject to a full range of disciplinary consequences.

## **Intervention Strategies**

### 1. **Teachers and Other School Staff**

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about hazing and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of hazing or bullying.

### 2. **Administrator Responsibilities**

#### **Investigation**

The principal/designee is notified of any formal or informal complaint of suspected hazing or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

#### A. **Nondisciplinary Interventions**

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered hazing and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

#### B. **Disciplinary Interventions**

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full

range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In- and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board in accordance with Board policy. This consequence is reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required time lines.

### **Report to the Custodial Parent or Guardian of the Perpetrator**

If, after investigation, acts of bullying by a specific student are verified, the building principal/designee notifies the custodial parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from new or additional bullying, and from retaliation following reporting of incidents.

### **Reports to the Victim and His/Her Custodial Parent or Guardian**

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the custodial parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the custodial parents or guardians of a student who commits acts of bullying and/or dating violence and the custodial parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

### **Police and Child Protective Services**

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of State law or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

### **NOTE:**

Parents/guardians do not have to be present at the informal complaint meeting with the Director/Principal/Supervisor. However, parent(s) and/or guardian(s) must be present for minors under age 18 at all levels of the formal alleged discrimination process. There will be no data placed in the student's file unless requested by the student. A complaint may be withdrawn at any time without prejudice or record.

The student may, at either the conclusion of the grievance process or at any point during the grievance process, file a complaint with the Office for Civil Rights, U.S. Department of Education, 55 Erievue Plaza, Room 300, Cleveland, Ohio 44114-1816. The District maintains an obligation to follow the identified investigatory procedures within applicable Board Policies even after such complaint is filed with the Office for Civil Rights.

## Student Fees/Charges:

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Student fees are based on grade level and/or course assignments.

Participation in field trips and extracurriculars will not be permitted unless payment or arrangement for payment of student fees or charges is on record at the child's school office. A student will be prohibited from participating in commencement exercises unless all outstanding fees have been paid. A payment plan can be developed with the District Treasurer.

Parents will be given a copy of unpaid fees with each quarterly grade card. The elementary and middle schools will hold final report cards until all school fees are paid or a payment plan has been developed with the District Treasurer.

Grades and credits are not made available to any student, graduate or to anyone requesting the same on his/her behalf until all fees and fines for the student have been paid in full regardless of being cumulative over several years or present school year, except where required by law. Participation in field trips and extracurriculars will not be permitted unless payment or arrangement for payment is on record at the child's school office. A student will be prohibited from participating in commencement exercises unless all outstanding fees have been paid.

## Student School Day:

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Grades PreK-5..... 8:50 a.m. – 3:20 p.m.

Grades 6-7..... 7:20 a.m. – 2:10 p.m.

High School Grade 8-12..... 7:15 a.m. – 2:05 p.m.

2- hour delay (Preschool) – No AM Preschool.

2- hour delay (K-5) start time will be 10:50 a.m. – **Breakfast WILL NOT be served on these days.**

2- hour delay (6-7) start time will be 9:20 a.m. – **Breakfast WILL NOT be served on these days.**

2- hour delay (High School) start time will be 9:15 a.m. – **Breakfast WILL NOT be served on these days.**

Classes will be dismissed at the regular time on 2-hour delay days.

## Student Services:

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### Individuals with Disabilities

The **Americans with Disabilities Act (A.D.A.) and Section 504** of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

The Black River Local School District provides a variety of special education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, or if you believe your child may have a disability that substantially limits major life activities of the child, a parent should contact the **Black River Local Schools Student Services Department**.

### Visitation Procedure:

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If you wish to visit a school building or a particular classroom, contact the building office to make arrangements. All visitors must sign-in and be given an identification badge at the office upon arrival.

### Black River Elementary School Holiday Celebration Policy:

Due to new safety measures the number of adults per classroom will be limited to no more than **2-3** additional **volunteers** during holiday celebrations. Each student will be allowed one adult family member (no siblings) to attend **one** of the three celebrations held during the year (Halloween, Christmas, Valentine's Day). Any visitors that have not confirmed their attendance in advance through their child's teacher will **not** be allowed to attend. Teachers will provide additional information during Open House.

**Volunteers:**

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Parents may be invited to participate in school events in a supervising role. Depending on the type of activity, a volunteer may be required to obtain both an FBI and BCI fingerprint background check. These background checks may be completed at the board office. Volunteers must complete a district volunteer form, which is available in each building's office. Please check with the building office for volunteer requirements.

## SECTION II - ATTENDANCE

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Ohio law requires that all students enrolled in a school program up to age eighteen must attend school for the full time that school is in session. Regular school attendance is critical for a student to receive the full benefit of district educational programming. In many cases, irregular attendance is the major reason for poor academic performance. Therefore, all students are urged to make doctor and other appointments outside of school hours. In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy.

### **Absence Procedure:**

Because of the Missing Child Act, schools and families must work together to clearly determine the location of children each day. **Parent(s)/guardian(s) have a responsibility to contact the school office each day the student is absent. This notification should occur prior to the start of school or within the first hour of the school day. Work may be requested at that time.** It is important to report the reason for the absence when you notify the school. **It is not necessary to send a note when the parent has notified the school of the absence prior to the start of the school day or within the first hour of the school day.**

Parent(s)/guardian(s) who fail to call will be contacted at their home or work by the building secretary or by the automated One Call Now system to verify the absence of their child. **If the parent(s)/guardian(s) has not contacted the school, the student will need to bring a note from the parent(s)/guardian(s) or a doctor's excuse in order for the absence to be considered excused. The note should be submitted within 5 days and include the following information:**

- 1. First and last name of student.**
- 2. Date(s) of absence.**
- 3. Reason(s) for absence.**
- 4. First and last name of parent(s)/guardian(s).**
- 5. Phone number of the parent(s)/guardian(s).**

Failure to notify the school on the day of an absence or to send a note upon return may result in an absence becoming permanently unexcused.

**This requirement also applies to 18-year old students who are not emancipated.**

### **Tardies:**

Being present for the entirety of class impacts student learning. Therefore, students are expected to be in their seats ready to learn when their building's schedules begin. Students tardy to school must report to the office for an admit slip before reporting to class. Tardies will impact attendance hours. Repeated tardies to school or class will be subject to discipline per the Code of Excellence.

<b>Building</b>	<b>Drop Off Starts</b>	<b>Schedule Starts</b>	<b>Tardy</b>
Elementary	8:35	8:50	8:50 – 9:00
Middle	7:10	7:20	7:20 – 7:30
High	7:05	7:15	7:15 – 7:25

### **Excused Absences:**

Notes, written by **parent(s)/guardian(s) only, should be brought to school within five (5) days of the absence** or the absence will become a permanently unexcused absence. In accordance with ORC 3321.04, a student may be legally absent from or tardy to school or classes for the following reasons:

1. Personal illness
2. Illness in the family
3. Death of a relative
4. Quarantine of the home
5. Observance of religious holidays
6. Attendance at school-related events
7. Family emergency
8. Pre-planned absences
9. Other set of circumstances which, in judgment of the administration or attendance officer, constitutes good and sufficient cause for absence from school, including, but not limited to: house fire, tornado damage, basement flooding, etc.

## **Future/Pre-Planned Absence from School:**

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Submitting a request for future/pre-planned absences does not guarantee approval of those requests. Therefore, plans, especially those with financial obligations (e.g., plane tickets), should be delayed until the request is granted. Students will be granted a maximum of five (5) future/pre-planned absence days from school for travel related/family vacation purposes. Students will **not** be granted future/pre-planned absences beyond five days even though the absence may be perceived as “educational”. Students will **not** be excused for vacation during semester exams or state tests. School administrators are the only personnel who are authorized to allow any absence from school; teachers may not authorize any absences from school. A student’s vacation days will not be excused if the absence will put him or her over the sixty five (65) hour limit. When a student knows he or she will be out of school, the following procedure will apply:

- Obtain a future/pre-planned absence form from the attendance secretary, one week prior to the absence. Pre-planned absence forms are also in Final Forms under situational forms.
- The form will be signed by each of the student’s teacher(s), including the study hall monitor, indicating their awareness.
- The form should be signed by parent(s)/guardian(s) or have a note attached.
- Return the form to the office secretary **three days** before the absence.

## **Students College/Career Visitation Days:**

Students are permitted to visit a college, tech school, or other post-secondary training school. Students will make arrangements for such visits through the guidance office.

Visitation request procedure:

1. Student must not be failing any course.
2. Student must not have more than ten absences.
3. Request a visitation form from the high school office. The form must be approved by each teacher.
4. Turn in the visitation form containing name, college visiting and date attending to school secretary.
5. Students must make up all work missed as teachers direct.
6. Upon return to school, the student will give the form, signed by the college, to the school secretary. Failure to do so will constitute an unexcused absence.

**Approval is based upon grades and attendance as reviewed by an administrator.** If the request is not granted, each day of the absence will be unexcused. **All work must be turned in on the first day back to school.** Tests must be made up within three days of returning to school or at teacher discretion. The times to make up tests will be determined by the teacher(s) and may include study hall and before and after school sessions.

## **Habitual Truancy:**

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### **House Bill 410**

Regular school attendance is an important ingredient in students’ academic success. Excessive absences interfere with students’ progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to: Notification of student absence to the parent or guardian; Development and implementation of an absence intervention plan, which may include supportive services for students and families; Counseling; Parent education and parenting programs; Mediation; Intervention programs available through juvenile authorities; and Referral for truancy, if applicable.

### **DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES**

Excessive Absences are defined as:

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

When a student is excessively absent from school, the following will occur:

1. The district will notify the student’s parents in writing within 7 days of the triggering absence;
2. The student will follow the district’s policy for addressing excessive absences; and
3. The district may refer the student and family to community resources as appropriate.

Habitually Truant is defined as:

- a. Absent 30 or more consecutive hours without a legitimate excuse;

- b. Absent 42 or more hours in one school month without a legitimate excuse; or
- c. Absent 72 or more hours in one school year without a legitimate excuse.

When a student is habitually truant, the following will occur:

1. Within 7 school days of the triggering absence, the district will do the following:
  - a. Select members of the absence intervention team;
  - b. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 school days after the assignment of the team, the district will develop the student's absence intervention plan; and
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

Please note the following information.

1. Absences which are a result of illness, truancy, vacation, family emergency, or other absences will be counted in this tally regardless of whether the absences are excused or unexcused.
  - a. Illness verified with a doctor's note and documented court appearances will not count in the habitually truant tally.
  - b. Absences resulting from school-sponsored functions such as field trips, assemblies, athletic contests.
2. When a student accumulates more than 65 hours of absence during the school per year, no additional absences will be excused unless a physician's statement is submitted to justify the need for the absence.
3. The 65 hours per year built into this policy are not to be considered as approved days to miss class.

### **License Suspension:**

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ORC 3321.13(B)(1) provides that when a student under the age of eighteen does not attend school, the Board of Education, within two weeks, must report this fact to the Registrar of Motor Vehicles and to the local juvenile judge. The Registrar must then suspend the driver's license or temporary permit of the student. If the student has not yet been issued a license or permit, the Registrar must deny the application for same. The suspension or denial will remain in effect until the student is eighteen or until the superintendent informs the registrar of the student's regular attendance.

### **Pick-Up of Student:**

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Students leaving a building during the school day should provide a note to the school office the morning of an early release. The note should include the date, time and phone number, reason for early dismissal and if someone other than persons listed on the Registration and Emergency Medical Form will be picking them up. Parents and authorized designees must be prepared to show ID to sign out students. Students who drive should provide a note from the parent granting permission to leave school early. Leaving school without permission and/or not properly signing out constitutes an unexcused absence – which is truancy. **Any changes in pick up times or changes in transportation must be made one (1) hour before the end of the school day.**

### **School Work Make-Up:**

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Work missed because of any absence must be made up. Generally, one day will be allowed for each day of absence. **It is the student's responsibility to ask for missed work.** Reports and projects assigned before the absence are due upon return. If the student is ill, requests for student work or adjustments of due dates may be made when reporting your student's absence. No credit will be given for work submitted after the due date. *This does not apply to pre-planned absences for which work is due upon return.*

## **Senior Residency Rule:**

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Senior Residency Rule: If a student's family moves from the school district during their senior year, the student may be allowed to complete the school year with the approval of the Principal and Superintendent.

## **Tardiness Guidelines:**

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Students tardy to school must report to the office for an admit slip before reporting to class. Tardies will impact attendance hours.

If a student is tardy more than three times each quarter, the following sequence of consequences will occur as determined by the administrator in charge for unexcused tardies:

1. 3<sup>rd</sup> and 4<sup>th</sup> tardies to school may result in lunch detention(s). Failure to serve lunch detention will result in additional consequences.
2. 5<sup>th</sup> or more tardies will be each assigned an after school detention, a parent/guardian conference, and the loss of driving privileges for the remaining of the quarter.

Students tardy to individual classes will be subject to discipline per the Code of Excellence.

## SECTION III - ACADEMIC INFORMATION

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### **Academic Awards:**

**CCP Classes only:** Academic Awards will be computed on the semester grades. In order for a student to qualify for yearly academic awards, a student must obtain a cumulative semester grade of 3.6 GPA each semester. If a 3.6 GPA is not obtained each semester, a student will not qualify.

Students in all other classes will have their yearly awards computed by 9 week grades and must obtain honor roll status at least 3 out of the 4 nine week grading periods.

Freshman, sophomores, and juniors will be recognized in the fall of the preceding school year. Seniors will be recognized in the spring of the year they graduate.

### **Academic Honesty:**

Academic dishonesty is any work copied or taken in part or in whole from another source and submitted as the student's own for the benefit of a grade. Students who cheat or voluntarily allow another student to cheat will receive an "F" grade for each incident. Academic dishonesty may include but is not limited to the following: inappropriate use of technology (e.g. file sharing, taking or using photos of work, sharing work through social media, or copying and pasting another student's work), copying another student's homework or classroom work, and or plagiarism. Students who cheat will be reported to the administration and their actions are recorded in an academic misconduct report which is shared with all the teachers and may be subject to disciplinary action.

### **College Credit Plus:**

If a student is taking all course work at the post-secondary institution, all full-time students must take at least five (5) full-time courses semester. College Credit Plus is open for students in Grades 6- 11 (to be taken during grades 7-12). It is highly recommended that you obtain a copy of Ohio's College Credit Plus Program from the State Department of Education. All students must meet the following minimum criteria in order to apply for the Post-Secondary Enrollment Option Program at Black River High School:

1. Students interested in applying as a College Credit Plus student must attend a STATE mandated meeting which is held during January of the second semester, accompanied by a parent(s)/guardian(s), to participate in the College Credit Plus Program.
2. Students must apply for College Credit Plus by April 1 and sign the "Acknowledgement of Counseling" form.
3. Applicants must meet the College Entrance Requirements as established by the college they are attempting to enroll.
4. If approved, students must successfully pass the college placement test.
5. Receiving a failing grade means the student receives no credit and the student/parent is required to reimburse Black River Local School District for the cost of the course textbook and lab fees. If a student fails a college credit course the student may be responsible for all the costs associated with the course.
6. College Credit Plus students must meet with the HS counselor prior to each quarter/semester to determine appropriate course selection and the maximum amount of courses that may be taken by the student.
7. Students must meet graduation requirements as determined by the Black River Board of Education and the Ohio Department of Education (ODE).
8. All students must take enough course work at the post-secondary institution and/or high school combined to be equivalent to at least (5) one-credit hour courses.
9. Interested students must follow all program requirements previously passed by the Black River Board of Education, and, when amended, the current updated requirements.
10. All grades/credits earned are included in the student's grade point average.
11. Further information about College Credit Plus can be obtained from the High School Counselor.
12. All student athletes not meeting OSHAA full-time student requirements risk eligibility participation.
13. It is the CCP students responsibility to make sure they are athletically eligible.
14. No more than 18 credit hours per semester, and no more than 30 credit hours total per year. If a student takes a combination of high school and CCP courses a sliding cap is determined to equal the 30 hours of credit.

### **Early Release Qualifying Criteria:**

1. The student must be enrolled in a workforce development program.
2. The student must have senior status as determined by credit minimum.

3. The student's attendance rate must equal or exceed the average district attendance rate of 90 percent.
4. The student must have at least a 2.0 GPA for the previous grading period and not have failed more than one course. Failure to maintain this GPA will result in removal from this program.
5. The student must be in possession of a work permit and be currently employed, and have reliable transportation, including but not limited to students having own drivers' license, parents or guardians or other adult as indicated by parent or guardian.
6. The student will provide a current pay stub or time sheet every two weeks to the Program Director to remain in this program.
7. The incidence of an eighteenth birthday shall not preclude required parent(s)/guardian(s) signatures.
8. Tardiness, absence problems, and/or behavior concerns will result in loss of this privilege.
  - 1<sup>st</sup> offense – warning
  - 2<sup>nd</sup> offense – parent meeting
  - 3<sup>rd</sup> offense – removal from program; resume a full schedule. Courses added during a semester will be for audit purposes on a satisfactory/unsatisfactory scale.
9. On school delay days, the student is expected to be in attendance for classes that do not interfere with the work schedules.
10. Students involved in any after school extracurricular activities will not be released until the sport is completed for the school year.

### **Flexible Credit or Transfer Credit:**

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Flexible Credit are educational experiences where the primary acquisition of knowledge and skills takes place outside of Black River High School's classrooms. These opportunities may include, but are not limited to: independent study, private instruction, performing groups, internships, community service, apprenticeship, and work study. College Credit Plus has their own procedure and is not considered Flexible Credit. Please see your school counselor regarding these educational options to determine which route is the best fit for you.

Transfer Credit designates current Black River High School students who wish to complete a course through an accredited institution outside of Black River High School, and have that course transcribed as high school credit. These will need to be considered for approval prior to starting the course as to maintain an accurate credit count. Black River High School will not be awarding credit, so the student's final transcript will list the accredited institution from which the credit was received. No credit will be awarded for courses which did not have prior approval.

#### **Deadlines for Flexible Credit:**

May 1<sup>st</sup> for fall semester

November 1<sup>st</sup> for spring semester

March 3<sup>rd</sup> for summer. (There will be no Black River teacher summer involvement)

**\*Seniors are not permitted to pursue credit flex for a course required for graduation during the 2<sup>nd</sup> semester of their senior year.**

### **Gifted:**

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Students are identified as gifted and talented through the use of state approved assessments. We currently identify students in the areas of 1) superior cognitive ability, 2) specific academic ability, 3) visual and performing arts and 4) creative thinking.

The Inview test is administered to all students in grades 2 and 4 for identification in superior cognitive ability and creative thinking. The I-Ready tests are administered in grades 2-8 for identification in specific academic ability. The visual arts and music teachers nominate and screen for identification in the areas of the visual and performing arts. In addition to formal testing, students may be referred for gifted screening by parents, peers or themselves. Identified students are served in a variety of settings: cluster grouping in the regular classroom, advanced curriculum, acceleration, college credit plus, advanced placement, credit flexibility and post-secondary options.

## Grade Cards:

Grade Cards are issued per the school calendar and are available electronically through Progress Book. You may obtain login and password information from your school secretary.

## Grading Scale: College/Career Readiness – Honors – AP/IB/CCP

College and Career Readiness Grading Scale			Honors Grading Scale			AP / IB / CC+ Grading Scale		
Grade	Percentage	Weight	Grade	Percentage	Weight	Grade	Percentage	Weight
A	93-100	4.00	A	93-100	4.50	A	93-100	5.00
A-	90-92	3.67	A-	90-92	4.17	A-	90-92	4.67
B+	87-89	3.33	B+	87-89	3.83	B+	87-89	4.33
B	83-86	3.00	B	83-86	3.50	B	83-86	4.00
B-	80-82	2.67	B-	80-82	3.17	B-	80-82	3.67
C+	77-79	2.33	C+	77-79	2.83	C+	77-79	3.33
C	73-76	2.00	C	73-76	2.50	C	73-76	3.00
C-	70-72	1.67	C-	70-72	1.67	C-	70-72	1.67
D+	67-69	1.33	<u>Honors</u> courses receive an additional .5 value. Grades of C- and lower in these courses do not receive the added point value			<u>Advanced Placement and International Baccalaureate</u> courses receive an additional 1.00 value. Grades of C- and lower in these courses do not receive the added point value.		
D	63-66	1.00						
D-	60-62	0.67						
F	59-Below	0.00						

## Guidance Sponsored Information Nights:

High school and college information nights are held throughout the school year for students in grades 6 – 12. Information will be communicated through the high school guidance office.

## High School Class Status:

Sophomore..... 5.5 credits and pass English, math, science and social studies  
 Junior..... 10.5 credits and pass English, math, science and social studies  
 Senior..... 16 credits and pass English, math, science and social studies  
 Graduation.....21 credits starting with the Class of 2026.

All assigned work must be completed to receive course credit.

## Ohio State Tests at High School level (OST):

Students will be required to take end of course assessments in all classes that the State of Ohio have deemed required for graduation with their class. Students who have not earned a rating of proficient may be required to enroll in an appropriate intervention class(es) to receive intervention help. It may be determined that a student will enroll in a proficiency class instead of an elective course.

## High School Schedule Change Policy:

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It is strongly recommended that much thought and planning be given in developing a high school schedule and graduation plan by both the students and their parents beginning in the ninth grade. Schedules will not be changed without the approval of the High School Principal and the Guidance Counselor. **Students will have 10 school days at the beginning of the year to make a change for year-long courses, and 5 school days for semester courses.**

Reasons for changing a schedule:

1. The student is scheduled for a class he/she already passed.
2. A scheduled class conflicts with another class required for graduation.
3. The student schedule conflicts with BRHS Work Study Program requirements for early work release.
4. A College Credit Plus student realizes that he/she has not met the minimum requirements of five (5) full-time courses or the equivalent in a university program.
5. Teacher and Principal recommendation.

Classes **will not** be changed for:

1. Teacher preference.
2. Social reasons.

NOTE: All underclassmen are required to take a minimum of 6 classes per grading period.

## Honor/Merit Roll (5-12):

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The honor and merit rolls are published on a semester basis. Students must not have received an “F”, “D”, “I” or “U”.

### Grades 5-12

Honor Roll GPA of 3.6 and higher

Merit Roll GPA of 3.0 to 3.59

## Intervention (K-12):

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A student may be referred to a Response to Intervention (RTI) or Multi-Tiered Support System (MTSS) process if the student has:

1. Unsatisfactory or failing grades or work below grade level or anticipated achievement levels, social/emotional or behavioral concerns, and received interventions by the classroom teacher that have not been successful. The RTI/MTSS process is guided by the building principal or designee. This team along with the classroom teacher will use scientifically researched based interventions to help the students become academically successful.
2. Whenever a student is at risk, intervention should take place immediately. Communication between the teacher and the parents/guardians will play a key part of the intervention process. The teacher will continue to monitor the intervention progress by documenting the student’s success to any intervention that may have to be used.
3. If the student is not successful with any intervention that the teacher has used, then the teacher will begin the RTI/MTSS process. The teacher must present documented evidence of interventions that have been implemented and be able to identify a problem or problem areas for further interventions. At this meeting, the team will look at the root of the problem for the student’s lack of success and develop a plan to put into action.
4. Once the plan is put into action, the teacher keeps the documentation of the student’s progress. The RTI/MTSS Team will meet with the parents/guardians. If the student is successful with the interventions, then the teacher(s) will use those interventions throughout the course of the student’s education until those interventions are no longer needed.

## National Honor Society (9-12):

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The National Honor Society was formed in 1921 to create an enthusiasm for scholarship, to simulate a desire to render service to promote worthy leadership, and to encourage the development of character in the secondary schools of the nation. Our local chapter conforms to these admirable standards, endeavoring to recognize those individuals who have maintained high academic standards and who have proven themselves to be leaders of good character and involved outside the classroom.

Criteria for Selection:

- The student must have a minimum of 3.50 GPA beginning with grade 9.
- Sophomores, Juniors, and Seniors are eligible if they demonstrate strengths in leadership, character and service in addition to the 3.50 cumulative GPA.

#### Procedures for Selection:

Qualified students are selected for NHS membership by a majority vote of the faculty council on the basis of faculty assessments of eligible students. Students may not apply for membership. Membership is an honor bestowed upon a select group of students by faculty council on behalf of the school faculty.

#### Tapping and Induction:

Those students selected will be honored in the spring of the year they are selected and are expected to attend monthly meetings and participate fully in the organization's activities. This is an honorary but active organization.

Members found to have participated in or contributed to academic dishonesty will be removed.

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### **Black River National Junior Honor Society (6-8):**

Being a member of the BRMS chapter of the National Junior Honor Society is the highest academic honor a middle school student can achieve. In the fall, students who had a 3.5 cumulative GPA (or higher) for the previous school year are considered for membership. Membership into the organization is not only based on grades, but also leadership, character and citizenship. Eligible students must complete and submit a resume of their activities (both in and out of school). Faculty members will then review the information and qualified students are selected for membership by a rating scale completed by faculty members. Once a student has been accepted into the NJHS, they must maintain a 3.50 GPA or higher to remain a member.

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### **Parent-Teacher Conferences (K-12):**

Parent-teacher conference days are scheduled by the district calendar. Parents are encouraged to attend these conferences as well as at any time during the school year as deemed necessary. To schedule a parent/teacher conference contact your child's teacher or your child's school office.

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### **Physical Education:**

Physical Education Credit/Exemption is required by state law for graduation. At the elementary, intermediate, middle and high school, if a child cannot participate in gym class for 3 consecutive gym periods or more, then a written medical doctor's excuse may be required excusing the student. In the case of students with a physical disability, a written medical doctor excuse requesting complete exclusion from participation or limited participation must be submitted to the principal. This notice shall state the reason to be completely excused from gym or state the extent the handicapped student should participate.

All students in grades 6-12 participating in physical education are encouraged to have the appropriate clothing (gym shorts, a t-shirt). Gym shoes are required. Students are expected to be in attendance, dress properly and participate in order to receive a passing grade. Gym lockers may be issued to students. Students may place a school-issued lock on the locker when storing clothes or valuables.

#### Physical Education Exemption:

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for a least two full seasons may not be required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

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### **Pirate Privilege (Seniors):**

Any senior with a minimum of a 3.5 GPA, who is also in good standing as far as attendance, discipline and academics, may apply for Pirate Privilege. This allows qualified students to leave one period early during their senior year. ***Those with Pirate Privilege MUST attend assemblies and pep rallies, unless a valid reason is provided to the principal at least a week in advance.*** Applications are available in the Guidance Office and must be approved by an administrator. Any requests falling outside of these guidelines are subject to administrative discretion. Eligibility will be reviewed each 9 weeks. Students must maintain an attendance rate of 93% or higher, maintain a 3.5 GPA, remain free of disciplinary referrals that result in administrative action being taken. If a student is unable to maintain these requirements, Pirate Privilege will be revoked and the student will be assigned to a study hall.

## **Promotion and Retention of Student (K-8):**

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1. A 5th through 8th grade student receiving passing grades, “D” or above, in reading, social studies, mathematics, science and English is promoted.
2. A student having failing grades in reading, mathematics, and English at the end of each year is evaluated by the teachers, guidance counselors, and principal for placement.
3. Promotion of student may be a “conditional placement” based on the child’s performance in academics and personal factors.
4. A student having failing grades may be assigned to the next higher grade at the discretion and approval of the superintendent or superintendent’s designee.
5. Any student who is habitually truant and has failed two (2) of more of the required curriculum subject areas in the current grade may be retained, unless the student’s principal and the teacher of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.
6. Retention of Kindergarten through 4<sup>th</sup> grade students will be based upon collection of student work, individual assessments, and observations made by the classroom teacher, intervention specialist, and building principal. Students receiving a predominant amount of Needs Improvement may be considered for retention by the superintendent or superintendent’s designee.
7. Third Grade Reading Guarantee. In order for third grade students to advance to the fourth grade a student must meet the state mandated promotion score. The district will offer intervention to those students that need assistance in passing this test. Should the state removed these legal requirements, the district will follow the revised law.

## **Promotion Appeals (K-12):**

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1. Parent(s)/Guardian(s) are asked to contact the student’s teacher(s) and request a conference concerning their child’s academic success and/or failure status.
2. Parent(s)/Guardian(s) may ask to meet with the Intervention Team to discuss their child’s intervention and progress.
3. Parent(s)/Guardian(s), if still dissatisfied after meeting with the teachers and Intervention Team, are asked to contact the principal for a conference concerning their child’s academic progress.
4. Parent(s)/Guardian(s), if dissatisfied after meeting with the principal, are asked to contact the Assistant Superintendent or the Superintendent for a conference concerning their child’s academic progress.
5. The superintendent or his designee shall determine the assignment of student placement (ORC 3301.07).
6. Parent(s)/Guardian(s) may appeal to the Black River Board of Education.

\*Evidence of each step, 1-6, must be documented.

## **School Counselor (Guidance Counselor)**

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School counselors (previously referred to as guidance counselors) support all students in pre-kindergarten through grade 12 with academic achievement, social and emotional development and career planning. Ohio School Counselors are licensed according to Ohio Administrative Code 3301-24-05, having completed an approved master’s program and an extensive internship. They develop and implement comprehensive school counseling programs that promote and enhance student success by collaborating with families, teachers and administrators.

Ohio recognizes that school counselors are uniquely qualified professionals who support pre-kindergarten through grade twelve students in meeting the ever-changing academic and college/career preparation demands while contributing to students’ overall well-being. School counselors’ roles and responsibilities in the 21st-century focus on promoting achievement for all students by providing direct and indirect services that address students’ academic, college/career and social-emotional needs. School counselors play an instrumental role in school districts throughout Ohio by helping guide students toward success in education and their future careers.

High School:

Social, emotional, and academic counseling can be explored with your school counselor. This counseling is meant to enhance social/emotional development and improve mindsets and behaviors needed for success in school and later in life.

High school scheduling information sessions will be held each year in February. Students are required to create an Ohio Graduation Plan during their 9th grade year and will review and adjust it yearly. Students and parents can review Graduation Plans and check their progress via SchoolLinks at any time.

College and Career readiness information will be provided during class meetings and via the students' School Counseling Google Classroom. Families and students are encouraged to use SchoolLinks to explore career options and interests. Further information will be provided at annual meetings including, but not limited to: FAFSA Workshops, 8th Grade Tours and Reception, College Credit Plus Meetings, Senior Entrance and Exit Meetings, and Medina County Career Center exploratory events.

## Student Tests/Testing Dates:

According to the Ohio Department of Education, Ohio's State Tests tell us how well our students are growing in the knowledge and skills outlined in Ohio's Learning Standards. These tests help guide and strengthen future teaching so we can be sure that we are preparing our students for long-term success for employment, college enrollment and enlistment. Test results also allow citizens to know how their local schools are performing compared to others around the state. Specific dates will be available on the district website.

## iReady Testing:

I-Ready tests are adaptive, computerized tests in Reading and Mathematics. Immediate results allow teachers to differentiate and adjust instruction based on results of the assessments. Although not timed, it usually takes students about one hour to complete each I-Ready test. Students are tested in the fall, winter and spring.

Level	Test
<b>Key:</b> Ohio State Test (OST) English Language Arts (ELA)	
<b>Kindergarten</b>	iReady Reading and Math
<b>Grade 1</b>	iReady Reading and Math
<b>Grade 2</b>	iReady Reading and Math Inview Testing
<b>Grade 3</b>	iReady Reading and Math Ohio State Test (OST) ELA(Fall and Spring) and math
<b>Grade 4</b>	iReady Reading and Math Ohio State Test (OST) ELA and math Inview Testing
<b>Grade 5</b>	iReady Reading and Math Ohio State Test (OST) ELA, math, science
<b>Grade 6</b>	iReady Reading and Math Ohio State Test (OST) ELA and math
<b>Grade 7</b>	iReady Reading and Math Ohio State Test (OST) ELA and math
<b>Grade 8</b>	iReady Reading and Math Ohio State Test (OST) ELA, math and science
<b>Grade 9-12</b>	Ohio End of Course Exams (EOCs) <ul style="list-style-type: none"> <li>• ELA II</li> <li>• Algebra, Geometry</li> <li>• American History, American Government</li> <li>• Biology</li> <li>• Pre ACT – Grade 9</li> <li>• Pre SAT – Grade 10 -11 (depending on academic achievement)</li> </ul>
<b>Grades 11</b>	ACT Test
<b>OELPA K-12</b>	Ohio English Learner Proficiency Assessment
<b>AASCD</b>	Ohio's Alternate Assessment for Students with Significant Cognitive Disabilities <ul style="list-style-type: none"> <li>• Grades 3, 4, 6, 7: ELA and math</li> <li>• Grades 5, 8: ELA, math and science</li> <li>• HS: ELA, math, science and social studies</li> </ul>

## **Work Permits:**

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Students, ages 14-17, who wish to work part-time or full-time during the school year are required to have a work permit (ORC 3331.02(A)). Forms for this permit may be obtained from the high school office. A work permit is issued for a specific job. Each time a student changes jobs, a new work permit must be issued. In addition, a physical exam is required each year. An Age and Schooling Certificate can be issued to students who wish to terminate school to go to work. These forms may also be obtained from the high school office. Generally, these permits are issued to persons who cannot benefit from further education due to mental incapacity or extreme hardship. The principal must be convinced that these conditions exist, or the request may be denied. The student can then appeal the decision to the district Superintendent, then the Board of Education, finally, through the local Court of Common Pleas, Juvenile Division.

## SECTION IV - GRADUATION INFORMATION

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### Commencement:

Commencement exercises will include only those students who have successfully completed requirements including the state required outgoing survey, for graduation as certified by the high school principal. **Graduation practice is mandatory and failing to attend practice may result in denial to participate in Commencement.** Denial to participate in Commencement may be exercised if personal conduct warrants.

### Criteria for Diploma with Honors:

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Subject	Academic Diploma with Honors for Classes	Career-Technical Diploma With Honors for Classes
<b>Mathematics</b>	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
<b>Science</b>	4 units, including physics and chemistry	4 units, including two units of advanced science
<b>Social Studies</b>	4 units	4 units
<b>Foreign Language</b>	3 units (must include no less than 2 units for which credit is sought), i.e., 3 units of one language or 2 units each of two languages	N/A
<b>Fine Arts</b>	1 unit	N/A
<b>Electives</b>	N/A	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit
<b>Grade Point Average</b>	3.5 on a unweighted 4.0 scale per the State of Ohio	3.5 on a unweighted 4.0 scale
<b>ACT/SAT Score [excluding scores from the writing sections]*</b>	27 ACT / 1280 SAT	27 ACT / 1280 SAT, or 6 or higher on reading for information and 6 or higher on Applied Math
<b>Additional Assessment</b>	N/A	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

Students must meet all but 1 section.

### Graduation Requirements (Board Policy IKF):

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The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education as well as State law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.

The requirements for graduation from high school are as follows.

<u>Ohio Core</u>	<u>Units</u>
English Language Arts.....	4
History and government.....	1
including one-half unit of American History and one-half unit of American Government	
Social Studies.....	2
Science.....	3
with inquiry-based lab experience, including one unit of a life science, one unit of a physical science and one unit of an advanced science.	
Math.....	4
including one unit of Algebra II or its equivalent	
Fine Arts.....	1
Health.....	½
Physical Education or PE Waiver.....	½
Financial Literacy (stand-alone course).....	½
Electives**.....	3.5
<b>Total .....</b>	<b>21</b>

The Ohio Core requirements for graduation also include:

1. Student electives\*\* of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the Ohio Core;
2. All students, starting with the Class of 2026, will be required to take a stand-alone .5 credit Financial Literacy course, which counts as an elective credit.
3. Meeting all state required examination criteria and graduation seal requirements.
4. Graduates are required to obtain two (2) Graduation Seals. One must be a state approved seal; the other may be a district created seal.

#### Summer School

Summer school credits are accepted toward graduation provided that administrative approval has been given prior to registration for the course.

#### Educational Options

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

#### Post-Secondary Enrollment Options

Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under this section of the Ohio Revised Code counts toward the graduation requirements and subject area requirements of the district. If a course comparable to the course successfully completed is offered by the district, then comparable credit for the completed equivalent course is awarded. If no comparable course is offered, the district grants to the student an appropriate number of credits in a similar subject area.

#### Correspondence Courses

High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria. Courses must be approved by Black River Administration prior to enrollment in the course(s).

1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.
2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools, which have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation. Courses must be approved by Black River Administration.

### Coursework Prior to Ninth Grade

Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

### Community Service

The District offers community service education, which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities may be considered an elective credit towards graduation upon approval by administration. Students are required during their senior year to complete 10 hours of community service as a graduation requirement for Black River Local Schools. These hours must take place outside of the high school day and be independent of club or extracurricular requirements and are independent of the graduation Community Service Seal.

### **Valedictorian/Salutatorian/Class Ranking:**

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Beginning with the Class of 2026, to be eligible for Valedictorian or Salutatorian, students must have been enrolled in the Black River Local Schools all four (4) years of high school. Class rank is determined by the cumulative GPA by the end of the 7<sup>th</sup> completed semester and has taken the majority of honors, AP and CCP classes.

# SECTION V - TECHNOLOGY PRIVACY AND ACCEPTABLE USE POLICY

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## Student Acceptable Use Policy

The Acceptable Use Policy (AUP) is for your use, on school grounds and off school grounds, of the Black River Local School District network and the Internet. For the purpose of this policy, device(s) will include any desktop computer, laptop Chromebook, iPad or other Wi-Fi, LTE, 4G, or 5G device whether student owned or school owned. Student use of technology and computer networks, including the internet, is a privilege, not a right. Consequences will be determined based upon the section violation according to the Student Code of Conduct. There is no expectation of privacy when using the District network or device.

### A. Educational Purpose

1. The District has a network for classroom activities and career development.
2. The District network is not a public access service or a public forum. The District network has the right to restrict the material you access or post through the district system and on district devices on school grounds and off school grounds.

### B. Student Internet Access

The Internet offers valuable educational opportunities for students of Black River Local School District. Every student at Black River has the opportunity to use the Internet via the district's network. It is important to remember when accessing the Internet all students are to use it in an ethical and productive manner for educational purposes.

1. Students will have access to Internet information resources while on campus.
2. Students are not permitted to access personal e-mail accounts or maintain personal web pages through the District network.
3. Google Apps for Education supports the educational and administrative activities of the school and serves as one means of communication by and among users.
4. Content connected with Google Docs needs to remain appropriate to the District's AUP.
5. Google Mail is the program utilized by students and faculty on the Black River campus.
6. E-mail during class is prohibited unless authorized and supervised by faculty or administration.
7. School provided e-mails, chat features and video features are only for the exchange of appropriate language and/or information. An inappropriate e-mail is considered to include derogatory, obscene, or harassing content. E-mail, chat or video messages of an abusive or harassing nature will be regarded as a violation of a school policy and will be subject to disciplinary action.
8. The school reserves the right to search and read e-mail as deemed necessary.
9. Google Sites are provided as an online tool in support of a collaborative work effort at Black River. Their use is therefore restricted to the District.

### C. Network Policy

1. Personal safety
  - a. Students will not post or retrieve personal information about yourself or any other person. Personal information includes, but is not limited to, your home address, telephone, school address, work address, photographs, etc.
  - b. Students will promptly disclose to your teacher or other school employees any information you receive that is inappropriate or makes you feel uncomfortable.
2. Illegal Activities
  - a. Students will not access or attempt to gain unauthorized access to the District network or to other computer systems through the District network or go beyond your authorized access. This includes attempting to log in through another person's account, access another person's files, access resources, features or go beyond any other restriction, including bypassing the proxy. These actions are illegal.
  - b. Students will not use resources so as to cause damage to or alter the operation, functions, or design of the information technology facilities or content of any other computer network.
  - c. Students will not use the District network to engage in any other illegal act.
  - d. Students may not use the District network for financial or commercial gain.
3. System Security
  - a. Students are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
  - b. Students will immediately notify a teacher or the system administrator if you have identified a possible

security problem. By not reporting problems, this may be construed as an illegal attempt to gain access.

4. Inappropriate Language
  - a. Restrictions about inappropriate language apply to public messages, private messages, and material posted.
  - b. All manners of inappropriate language, including but not limited to obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or harassing language is strictly forbidden as stated in the student code of conduct.
  - c. Students will not infringe on the rights or liberties of another person.
  - d. Students will not post information that could disrupt or cause damage.

5. Respecting Resource Limits
  - a. Students will use the District network only for educational and career development activities.
  - b. Students will not download large files unless authorized by your teacher or library media specialist.
  - c. Students will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.

6. Plagiarism and Copyright Infringement
  - a. Students will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
  - b. Students will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.

7. Access to Inappropriate Material
  - a. The District will monitor the Internet and will use content filtering software programs. Nevertheless, students may still find Internet sites that contain inappropriate materials. Parents and students should be aware of this possibility.
  - b. Students will not use the District network to access or reproduce material that is harmful to minors, which includes but is not limited to material containing profanity, obscenity, child or other forms of pornography, or material that advocates illegal acts, or that advocates violence or discrimination, including hate literature.
  - c. If you mistakenly access inappropriate information, you should immediately tell your teacher or library media specialist. This will protect you against a claim that you have intentionally violated this acceptable use policy.

8. Waiver of privacy  
Due to the inherent lack of security in some information systems, and due to the right and need of the Black River Local Schools to monitor compliance with this policy, utilization of information systems that require privacy of any kind for any purpose are not supported and are prohibited. Any person utilizing any information system of the Black River Local Schools understands and agrees that they are specifically waiving any expectations of privacy in their communications, data, programs and other personal information stored, displayed, accessed, communicated, or transmitted on the system. Those utilizing the network who require security for district-related purposes shall contact Black River Local Schools’ Technology Coordinator to arrange for specific project or program arrangements.

#### D. Student rights

1. Limitations
  - a. The District may restrict your speech on the network for educational or other appropriate reasons or may limit offensive, lewd or disruptive speech.
2. Search and Seizure
  - a. Routine maintenance and monitoring of the District network may lead to the discovery that you have violated this acceptable use policy, the District code of conduct, or the law.
  - b. The District network, any files on that network, or on any peripherals, including but not limited to flash drives, memory sticks, or iPods, attached to the network including personal files are the property of the Board of Education and the contents are subject to random search at any time without regard to whether there is a reasonable suspicion that the network or the files therein contains evidence of a violation of a criminal statute or a school rule.
3. Due process
  - a. The Black River Local School District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District network.
  - b. In the event there is a claim that you have violated this acceptable use policy, the privilege of using the network may be revoked. In addition, you will be disciplined in accordance with, and receive the due process rights under, the District student code of conduct.

#### E. Limitation of liability

The Black River Local School District makes no guarantee that the functions or the services provided by or through the District network will be error-free or without defect. The Black River Local School District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The Black River Local School District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Black River Local School District will not be responsible for financial obligations arising through the authorized or unauthorized use of the District network.

#### F. Personal responsibility

It is unlawful to deface, damage or destroy any device that is property of the board of education. You are responsible to report any damage.

##### 1. Personal Property

The Black River Local School District will not be responsible for any personal property used to access the District network or Internet access.

##### 2. Wireless Communication Devices

The use of wireless communication/electronic device at school is a privilege not a right that may be forfeited by any student who fails to follow the terms of the Black River Board of Education Policies 5136 (Wireless Communication Devices) and 7540.03 (Acceptable Use) or any student who otherwise engages in the misuse of this privilege.

a. Unless permitted within the class all electronics and wireless communication devices (WCD) are to be completely turned off and in the student's assigned locker.

b. The use of any wireless communication/electronic devices to place phone calls, send emails, text, or any other social media is prohibited.

c. No student should have any expectation of confidentiality while using wireless communication/electronic devices on school premises or property.

d. Any use of a wireless communication/electronic device that violates the Black River Student Code of Conduct will result in confiscation of the wireless communication/electronic device and will be reported to the office. Discipline will be based on the Black River Student Code of Conduct. Depending on the offense and whether it is considered an illegal act the student may be referred to law enforcement.

e. Students are prohibited from using wireless communication/electronic device to capture, record or transmit the words and/or images of any student, staff member or any other person in the school or while attending a school-related activity, without the express prior notice and explicit consent for the capture, recording or transmission of such words or images.

f. Students are prohibited from using a wireless communication/electronic device in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

g. Students are also prohibited from using a wireless communication/electronic device to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty. Likewise, students are prohibited from using their wireless communication/electronic device to receive such information.

#### G. Video and Photo Release

1. The Black River School District reserves the right to use your child's image (photographs or video footage) and schoolwork for the purpose of school-related displays, performances and activities as well as typewritten articles in which Black River students are featured during the school year.

2. Throughout the year, numerous identified photos of Black River students are supplied to local public media. Photos identified by first name only may be used to illustrate news items, programs or projects on school or District web pages.

3. Photos with six or more children will be exempt from the District's withholding permission, provided that the photograph is reasonably related to the subject matter and the identifiable people are not the focus of the photograph.

4. Portraits taken with the intent to be used for school identification or the school yearbook will be exempt from the District's withholding permissions.

### **Technology Insurance – Optional**

**Students, parents/guardians will be offered the option to purchase technology insurance, at a cost of \$30.00 per student, per school year.**

If a student breaks or damages the Chromebook beyond repair, the student will be given a replacement Chromebook at no additional charge. This coverage provides a replacement Chromebook once per year. Additional insurance will not be offered once used during that school year. If it is found that the student purposely damaged or broke the device, insurance cannot be used during this incident.

- If a student breaks or damages the Chromebook and it can be repaired without cost, they will not lose their optional insurance coverage.
- If a student purchases optional insurance coverage, they will be able to use it one time (per school year) to replace or repair the device.
- This optional insurance does not cover lost or stolen devices. Students who lose their device will be charged full replacement cost.
- Students, parents/guardians have until **September 13<sup>th</sup>** of each school year to pay for the optional insurance. From **September 16<sup>th</sup> through October 25<sup>th</sup>**, insurance will be available for \$40.00. After November 1<sup>st</sup>, parents/guardians will lose the opportunity to purchase the insurance coverage and will be responsible for paying for all repairs/replacements.
- Assigned power cord is covered by the optional insurance.
- Newly enrolled students will have 10 school days to purchase insurance.

***\*\*Only Black River employed technology department employees should fix a damaged Chromebook. If someone other than a Black River technology department employee attempts to fix a damaged Chromebook or alter the Chromebook in any manner, all warranties and optional insurance will become void and the student becomes responsible for all charges related to fixing/replacing the Chromebook.\*\****

## SECTION VI - BUS TRANSPORTATION GUIDELINES

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Bus transportation for secondary students, by Ohio law, is a privilege, not a right. It is expected that all students behave appropriately and follow all bus guidelines. Students who violate the following bus rules are subject to disciplinary measures up to and including removal from the bus for periods of time, or permanently. Principals, Superintendents or designees are authorized to immediately remove a student from the bus when the student's presence poses a danger to persons or property or is a threat to the safe operation of the school bus or school vehicle per Ohio law 3301-83-08. All Bus Transportation Guidelines apply to transportation of students for extracurricular activities.

1. Students with concerns about any aspect of bus transportation must take concerns to the building administration. Students who defy, argue with, or challenge a driver will be subject to disciplinary action for insubordination. Students removed from the bus and who do not attend school will be charged unexcused absences. If those absences constitute absence limits, the Superintendent will commence disciplinary proceedings up to and including a citation to Medina, Lorain or Ashland County Juvenile Court.
2. Video cameras are utilized on most Black River buses.
3. Student pick-up points may be consolidated. Students will be directed by his/her particular driver for the first five days of any school year as to the appropriate pick up area and designated place of safety. **Riders are to be at the school bus stop 5 minutes before the scheduled time and ready to board the bus when it stops;** stay off the street or road, load and unload the bus in an orderly manner, ride only the assigned bus, unload at the assigned stop. If a student misses the bus, a call should be made to the school to determine whether the principal or attendance officer feels that the bus was missed for a legitimate reason.
4. Students are to wait at the designated place of safety until the bus arrives. Consult the driver, Transportation Supervisor or building Principal whenever you feel a student pick-up point may be hazardous.
5. Preschool and kindergarten students must have a parent or adult visible before the bus driver will drop off of student(s) at the bus stop.
6. Students riding a Black River bus will be assigned to a seat. Students are expected to sit in that seat whenever they ride the bus, or as directed by the driver. Students will be seated, facing forward, with seat on the seat, back on the back, and feet on the floor (if they can reach), and out of the aisle until the driver signals otherwise. Upon finding any damage to the seats, students should report this to the driver immediately. Each student is responsible for his/her assigned area. Fees will be assessed for any damage to Black River buses.
7. Students are to remain seated while the bus is moving, loading or unloading, at school or a stop. Students are to face forward in the seat keeping body and property out of aisle, and keep hands to themselves. Eating, drinking and chewing gum on the bus are prohibited.
8. Noise on the bus must be kept to a minimum. Students may talk quietly on the bus with the permission of the bus driver. **Absolute quiet is required at all railroad crossings.**
9. No objects or substances will be thrown out of, inside of, or at the bus. No part of the body may be outside the bus windows.
10. Student Behavior:
  - a. The school bus driver is in charge of the bus at all times and shall be responsible for order. Disorderly conduct shall be sufficient reason for refusing transportation service to any student. Verbal direction from a driver must be followed by the student. No student shall argue with or defy the instruction of a bus driver.
  - b. Whenever it becomes necessary to refuse student transportation, the school authorities shall notify the parents, in writing, with a full explanation of such action.
  - c. Students are not permitted to use offensive language, carry or use tobacco, alcohol, drugs, intoxicants, or any other controlled or uncontrolled substance, lighters, matches, vaping devices, or other related materials/paraphernalia, chew gum, have aerosol products, spit, eat, drink or throw objects – in or out of the bus.
11. Public displays of affection and obscene gestures are not permitted on the bus.
12. Students shall board and depart the bus only at their designated stop. Whenever it is necessary to change designated pick-up and drop-off locations, the student transportation request form must be updated and submitted to the transportation office by the parent/guardian.
13. Students are permitted to ride only the buses to which they are assigned.
14. Students are not to bring the following forbidden cargo on board the bus: animals, firearms, ammunition, explosives, glass, liquids or other dangerous objects. **Any object that cannot fit on the student's lap or in his/her assigned area will not be transported (e.g. large art and shop projects, band instruments).**

15. Electronic devices may be used on the school bus appropriately. The bus driver will determine any misuse of electronic devices and privileges may be denied. The school district is not responsible for lost, stolen or broken items. Students may not take photos or videos or access content not deemed school appropriate.
16. Toys and trading cards are discouraged from all buses. If a school project would make it necessary for a toy to be transported, then items must be bagged and the items cannot be removed from the bag. Abuse will forfeit future rights to bring items on the bus.
17. Students riding any Black River vehicle will be subject to the Student Code of Conduct.
18. Minor Offenses – Possible consequences may include but are not limited to the following: warning, parent communication, detention, or bus suspension, or other discipline as determined by administration.
19. Serious Offenses – Possible consequence may include but are not limited to the following: suspension or expulsion from all vehicles or district transportation, school, and/or criminal charges.

#### **Bus Passes:**

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**In order to provide safe, efficient transportation; bus passes will only be granted in emergency situations. Please contact the Transportation Supervisor, so the drivers can make arrangements in the event of an emergency. Sleepovers, parties, etc. are not emergencies and bus passes will not be issued for them.**

#### **Alternate Stop Guidelines:**

1. All students will be picked up and dropped off at the same locations, Monday through Friday. If your schedule changes, plan to pick your child up at the normal drop off location.
2. Schedules must be consistent each week (i.e., 2 days' home and 3 days to daycare).
3. Transportation Request Forms must be submitted by parent/guardian 3 days prior to requested change

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## **SECTION VII - ATHLETICS**

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School athletic teams exist for boys and girls in grades seven through twelve. Some sports have a practical limit to the number of players on the team. Therefore, the coach may select players according to his/her criteria, judgement, and previously approved and posted criteria.

**Students participating in athletic events at Black River will be required to review an athletic handbook which will outline further expectations. All athletic decisions are final with the Athletic Director and/or the Building Principal.**

**Students in grades 9-12, or middle school students in grades 7-8 participating in interscholastic athletics, co-curricular or extracurricular activities or those who obtain a parking permit and their parents are required to consent to participation in the district's Drug Testing Program. Failure to consent to the program results in ineligibility for all parking and co-curricular or extracurricular activities. Students in grades 7-12 will also have the opportunity to "Opt-In or Volunteer" test. See the Black River Drug Testing Guidelines for more requirements and details.**

**Absence/Attendance-** A student/athlete must be in attendance at school a minimum of 3.5 hours in order to continue participation in events. In the event of any emergency, exceptions may be made by the building principal or athletic director upon receipt of a verified excuse, or an excuse signed by a physician, and/or parents in a family emergency.

A student serving an out of school suspension is ineligible for any athletic participation (practice or contest) on the days of suspension. A student athlete, who has completed his/her suspension responsibilities, is eligible to participate in contests after he/she has completed one full regularly scheduled practice. He/she may participate in the next regularly scheduled practice the day after he/she has completed the last day of suspension.

**COMMUNICATIONS-** The Athletic Director is the administrator for all athletics The Athletic Director's office is located at Black River High School. The Athletic Director may be reached at 419-736-3303 ext. 1204. The Middle School Athletic Director may be reached at 419-736-3304 ext. 1330.

**ELIGIBILITY-** In order to participate on an athletic team, students must be academically eligible. To maintain extracurricular eligibility, a student must maintain a grade point average (GPA) of 1.6 and be passing all core course (English, math, science and social studies.) Courses worth a quarter credit are not considered for eligibility.

All eligibility of students is determined by the previous nine weeks grading. Fall eligibility is determined by the 4<sup>th</sup> quarter of the previous year.

**Physicals-** Students must have a yearly physical examination acceptable to the Ohio High School Athletic Association before they participate or practice in interscholastic events. As a service to the community, the Black River Local School District's Athletic Director will arrange for physical exams to be administered at the school for a nominal charge near the end of each school year. These exams will qualify a student for any participation during the next school year.

## SECTION VIII – POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

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The Black River Schools have implemented Positive Behavior Interventions and Supports as part of a state requirement by the Ohio Department of Education (ODE). PBIS focuses on creating and sustaining school-wide, classroom and individual systems of support that improve the educational environment for all children. Our aim is to explicitly teach behavioral expectations and then recognize the positive behaviors shown by students.

Through PBIS, we work to reduce school and classroom behavior disruptions and educate all students about acceptable school behaviors. Our PBIS implementation plan includes clearly defined outcomes, research-validated practices, supportive administrative systems and information for problem solving behaviors.

All Black River staff members will establish regular, predictable, positive learning and teaching environments. The staff members will serve as positive role models to students as they teach expected school behaviors. Our school has a system in place for recognizing and rewarding expected behaviors. By improving the school environment, we hope to increase learning time and promote academic and social success for every student.

All schools are focusing on the following theme:

**We Are B.R.**

**Be Responsible**

**Be Respectful**

**Be Resourceful**

**Be Ready**

## SECTION IX - DRUG AND ALCOHOL POLICY

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A student shall not possess (includes, but not limited to, purses, wallets, lockers, desks, etc.) buy, sell, use, transmit, apply any STEROID, NARCOTIC DRUG, HALLUCINOGENIC DRUG, AMPHETAMINE, BARBITURATE, MARIJUANA, TRANQUILIZER, PRESCRIPTION DRUG, COUNTERFEIT SUBSTANCE, ALCOHOLIC BEVERAGE, INTOXICANT OR MIND/MOOD ALTERING CHEMICAL OF ANY KIND.

**Students in grades 9-12, or students in grades 7-8 participating in interscholastic athletics, co-curricular or extracurricular activities or those who obtain a parking permit and their parents are required to consent to participation in the district's Drug Testing Program. Failure to consent to the program results in ineligibility for all parking and co-curricular or extracurricular activities. Students in grades 7-12 will also have the opportunity to "Opt-In or Volunteer" test. See the Black River Drug Testing Guidelines for more requirements and details.**

This rule is in effect during school or school sponsored events. This includes any activity on school grounds, on the school bus or bus stop, or in transit to and from school, and at any other time when the school is being used by a school group or off the school grounds at any school sponsored activity, function or event. *This is considered a major offense.*

**SUSPICION OF USE is defined** as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemical, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.

### **Counterfeit Substance:**

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1. Any unmarked or unlabeled substance that is represented as a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured processed, packed or distributed it.
2. Any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization;
3. Any substance that is represented to be a controlled substance, but is not a controlled substance or is a different substance;
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, its labeling, markings, packaging, distribution, or the price for which it is sold or offered for sale.

*The following procedures will be followed in dealing with the above situation:*

#### **A. Possession, use, transmission, sharing**

##### **First Offense:**

1. The principal will suspend the student for a period of up to ten (10) days in compliance with the student due process procedures.
2. The principal will notify the parent(s)/guardian(s) in writing using the Notice of Suspension Form.
3. The principal will contact parent(s)/guardian(s) to arrange a conference.
4. The principal will notify the proper authorities.
5. The principal will notify the nurse/counselor.
6. The principal will recommend to the superintendent of schools that the student be expelled unless the following procedure is followed:
  - a. The student must agree to be evaluated by a professionally trained dependency counselor or a licensed physician trained in chemical dependency for a professional opinion concerning use/misuse/addiction.
  - b. The contacted agency or office will notify the school principal that the client has made contact and is willing to comply with the appropriate treatment process. Based on the data that the student is being evaluated and appropriate recommendations by the counselor are being followed by the student, then a recommendation for expulsion will be withdrawn. A recommendation for expulsion may be made by the principal at a later date if the student fails to comply with the treatment prescribed by the chemical dependency counselor.
  - c. In cases where the school administration or board of education consider a violation for the drug and alcohol policy to be severe enough, a student will be recommended for expulsion after the ten-day suspension is completed in compliance with student due process procedures.

##### **Second Offense:**

1. The principal will suspend the student for ten (10) days and will recommend to the superintendent of schools that the student be expelled in compliance with student due process procedures.
2. The principal will notify the parent(s)/guardian(s) in writing, using the Notice of Suspension Form.
3. The principal will notify the Medina/Ashland/Lorain County Sheriff's Department and the Juvenile Court.
4. The principal will request the juvenile officer refer the student to Juvenile Court.

#### **B. Supplying/sale of chemicals (drug/alcohol)**

1. Supplying or selling chemicals will result in a ten (10) day suspension. A recommendation by the principal will be sent to the superintendent of schools for an expulsion of the student in compliance with student due process procedures.
2. The principal will notify the parent(s)/guardian(s) in writing, using the Notice of Suspension Form.
3. The principal will refer the case to the Medina/Ashland/Lorain County Sheriff's Department and Juvenile Court, for court referral.

#### **C. Black River Counseling/Support Group Services**

Following a student's return to school after any violation of the drug and alcohol policy, it is recommended that the student participate in the school's support group or request that a school guidance counselor review his/her progress in this area. This step is in addition to the communication between the professional chemical dependency counselor and the principal. Education counselors and teachers should use professional judgment in observing the student body in potential chemical abuse involvement. They shall offer assistance when confronted with drug situations and make referrals when appropriate.

1. When confronted with a student seeking help the teacher or counselor may exercise professional judgment on guidance and confidentiality while seeking guidance from appropriate agencies involving parents.
2. When on school premises and confronted with a suspected drug possessor, user, distributor or seller, who is not seeking help then school personnel shall refer the information to the administration immediately for its disposition.
3. When confronted with students seeking help, the administration shall:
  - a. Exercise judgment and confidentiality but may notify parent(s)/guardian(s), or custodian.
  - b. Seek guidance from appropriate agency.
  - c. Coordinate assistance from appropriate school staff personnel.

The student's role is to be informed of the drug situation, the policies and the people from whom and places from where help can be sought. The student's responsibility is to use this information to make wise decisions about the situation in question. Students must understand that information cannot always be kept confidential, in some cases it will be referred to the appropriate individual or agency. These cases will include those that endanger the welfare of the student or others. This information is subject to disclosure in a court of law.

### **Prescription Drugs and Over-The-Counter (OTC) Substances:**

The Ohio Revised Code prohibits the administration of any medication (prescription or over-the-counter) including, but not limited to cold remedies, Tylenol, poison ivy relief medication, topical applications, asthma inhalers, etc. It shall not be a violation of this policy when a parent/physician signed statement is on file in the school office for the use of prescriptions and over the counter substances. Medicines will be kept in the school main office and administered by school staff as needed upon signing a use form with name and time of use. Medicine must be in its original container and labeled with instructions for its administration. **A medical administration form may be obtained in the school office. The form must be completed and signed by the child's physician and returned to the school. The medical administration form must be on file in the office.**

#### ***The following procedure will be used in implementing this policy:***

1. The principal may suspend the student for a period up to ten (10) days.
2. The principal will notify the parent(s)/guardian(s) in writing with the Notice of Suspension document.
3. The principal will notify the Medina/Ashland/Lorain County Sheriff's Department and Juvenile Court.
4. The principal will notify a nurse and counselor.
5. The principal may recommend to the superintendent that the student be expelled unless the following procedure is followed:
  - a. The parent(s)/guardian(s) must agree to have the student evaluated by professionally trained personnel for an assessment concerning the extent of use / misuse / dependency / abuse of prohibited substances.
  - b. The agency or office contacted by the parent(s)/guardian(s) will notify the school principal that the client has made contact and is willing to comply with any treatment process prescribed. Based on information to the principal that the student has been evaluated and appropriate recommendations made by health professionals is

being followed, then a recommendation for expulsion will be withdrawn by the principal in writing to the superintendent.

In cases where the school administration or board of education feels that drug activity or violations are serious enough, students will be recommended for expulsion

## SECTION X – STUDENT CODE OF EXCELLENCE/DISCIPLINARY ACTION

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### **Student Code of Excellence and Disciplinary Action:**

The Board of Education and the Superintendent are required to establish written policies, rules, and regulations of general application governing school conduct in all schools. In addition, Principals, by law, are permitted to make rules, policies and regulations of a temporary or permanent nature to cover unforeseen circumstances that are inconsistent with those of the Board of Education or not posted in the Black River Student/Parent Handbook. Teachers are held accountable for effective control of their classrooms, assigned duty areas and the verbal ordering of the cessation of undesirable conduct or the reporting of same to the administration of the building. ALL STUDENTS ARE SUBJECT TO ANY ADULT EMPLOYEE'S REASONABLE REQUESTS, ORDERS OR INSTRUCTIONS.

The rules and policies set forth in this Student/Parent Handbook apply to behavior on school premises, school buses and other school property, and any other venue in which a school function may take place, including the property of other schools and property leased, borrowed, rented, loaned or otherwise offered for school functions. The Handbook does not and cannot define or foresee all types and aspects of behavior, however, the Board has the responsibility to set forth policies to help each student understand how to conduct him/herself in a proper manner as a good student of the school and larger community.

While under the jurisdiction of the school, on school property or at any school sponsored activity on or off school grounds, a violation on the part of the handbook adopted by the Board of Education in accordance with ORC Sec. 3310.21 and 3313.661, can result in disciplinary action.

The Superintendent, Principal, administrative personnel, facility manager, and any teacher/advisor, or any other person authorized to be in charge of a school facility, function or event, including, but not limited to, bus drivers, coaches, cafeteria personnel, custodians, etc., are authorized to take such prudent action in connection with student behavior or activities as is reasonably desirable or necessary to help any student, to further school purposes or to prevent interference therewith.

### **Areas of Prohibited Student Conduct:**

Any conduct which causes or creates a reasonable likelihood that it will cause a disruption in, or a material interference with any school function, activity/purpose, or that interferes with or creates a reasonable likelihood that it will interfere with the safety, health or well-being or the rights of other students, staff or visitors, is prohibited.

### **Course of Action (can vary per grade level):**

Student(s) should come prepared to work on school assignments according to disciplinary action. Student(s) are to follow the directions of the teacher/administrator in charge. Failure to comply with reasonable disciplinary measures may result in a more stringent disciplinary action. Disciplinary actions may consist of the following options:

#### **Community Service**

##### **Detention (lunch or after school)**

- Absence from detention without prior approval, may result in further disciplinary action.
- Wednesday Detention
- Students will be given a 24 hour notice of their assigned date.
- Students will complete a self-reflection and will be expected to complete academic work during their assigned time.
- Absence from detention without prior approval, will result in further disciplinary action.

##### **Saturday School**

- Students and their parent(s)/guardian will be provided with notice of this assignment.
- Students will complete a self-reflection and will be expected to complete academic work during their assigned time.
- Absence from Saturday School without prior approval, will result in further disciplinary action.

##### **In-School Restriction (ISR)**

- Students are encouraged to complete assignments they are missing while in ISR. Come prepared with materials for the entire day.
- Students may receive credit for missed class work and will be allowed to make up quizzes, tests, etc.

**Out-of-school Suspension (OSS)**

- Student and their parent(s)/guardian will be notified of an OSS decision with the details and their rights.
- Student is not permitted on school property (board-owned, leased or rented) or at co/extracurricular activities for any reason during OSS.

**Expulsion**

- Expulsions may be recommended for up to 80 days which can stretch over vacations, school breaks and summer.
- Expulsions will begin on the first school day after a ten-day suspension.
- The student is not permitted on school property (board-owned, leased or rented) or at co/extracurricular activities for any reason during expulsion.
- A student who is expelled will have the academic grades from the semester expunged.

**Emergency Removal from School**

- If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent or Principal may remove the student from curricular activities or from the school premises.
- A teacher may remove the student from curricular activities under the teacher's supervision, but not from the buildings or the premises. If a teacher makes an emergency removal from the classroom, the teacher will notify a building administrator immediately of the removal and direct the student to immediately report to the office. No prior notice or hearing is required for any removal under this policy.
- In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one (1) school day and is not subject to further suspension or expulsion, due process requirements do not apply. (Board Policy JGDA)

**Exclusion from Field Trip/Extra Curricular/Special Events**

- All special events and field trips will be subjected to eligibility to ensure safety and success.
- The purpose of field trips is to allow for an enrichment experience that goes beyond the confines of the school. When it is the consensus of the team that the behavior of any student is consistently disruptive and his/her behavior would interfere with the learning experience of the group, the student will not be permitted to participate.
- Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, The Board of Education authorizes the Superintendent, Principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the district for offenses or violations of the Student Code of Excellence for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Excellence took place. In addition, student athletes are further subject to the Athletic Code of Excellence and may be prohibited from participating in all or part of any interscholastic sport or violations therein. Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights. (Board Policy IGD)

## **BEHAVIOR GUIDELINES**

The goal of The Black River Local School District is to help all students to make positive choices impacting their personal and academic development.

Administrators and school staff will establish building regulations and discipline procedures; post such regulations and make written copies of such regulations available to parents and students. **The building level administrator has the discretion to choose the appropriate action based on the offense.**

**LEVEL 1: BEHAVIOR**      **Conduct which impedes the orderly operation of a classroom or school.**

Multiple offenses in Level 1 may automatically place a student in 2F – Insubordination.

BEHAVIOR	DEFINITION	POSSIBLE DISCIPLINARY ACTIONS
1A Dress Code	Dressing or grooming in a manner which disrupts the teaching and learning of others as determined by administration.	<ul style="list-style-type: none"> <li>• Verbal Warning and Documentation</li> <li>• Conference with Principal</li> <li>• Parent Conference</li> <li>• Detention (lunch or after school)</li> <li>• Wednesday Detention</li> <li>• Saturday School</li> <li>• Confiscation of Items</li> <li>• Expectations Contract</li> <li>• Community Service (does not count toward graduation requirement)</li> <li>• In-school Restriction (ISR) If Staff are Available)</li> <li>• Field Trip Exclusion</li> <li>• Driving Suspension</li> <li>• Suspension from Extracurricular Activities</li> <li>• Out-of-school Suspension (OSS)</li> </ul> <p>*Attendance guidelines will also be followed where applicable for tardies.</p>
1B Electronic Devices	Any electronic device that is a disruption to the educational environment is prohibited.	
1C Tardiness (School)	Tardiness policy as outlined in Handbook Section II – Attendance *	
Tardiness (Class)	Consistent tardiness to class.	
1D Unacceptable Behavior	Conduct and/or behavior unbecoming of a Black River student which is disruptive to the orderly educational process of the school may include, but is not limited to: failure to follow directions, food or drink in the halls/class, littering, throwing objects, horseplay, talking, bus misconduct, unacceptable hall or cafeteria behavior, or bringing animals to school. A combination of any unacceptable behaviors may move the student to the 2F or 2H level offense.	
1E Class Cutting	A student shall not deliberately cut class.	
1F Failure to serve detention (includes lunch detentions)	Failure to be present at an assigned disciplinary location & time. A student later than 5 minutes to an assigned detention may be considered a failure to serve detention.	
1G Public Display of Affection	Act of kissing or suggestive positions on school property.	
1H Driving or parking	Students must register their vehicle with the high school office and park in their assigned spot. Committing a violation of parking regulations. School’s driving policy is defined in Section 1 of the handbook.	

**LEVEL 2: BEHAVIOR****Illegal and/or serious misconduct – Not life or health threatening.****The building level administrator has the discretion to choose the appropriate action based on the offense.**

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>POSSIBLE DISCIPLINARY ACTIONS</b>
2A Plagiarism	Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, plagiarism or by means other than those authorized by the teacher. (Including, but not limited to, translator programs, copying from the internet).	<ul style="list-style-type: none"> <li>• Verbal Reprimand</li> <li>• Conference with Principal</li> <li>• Parent Conference</li> <li>• “F” grade on the assignment</li> </ul>
2B Cheating, Dishonesty or Academic Dishonesty	Lying, giving false information, deceit, intentionally covering up information either verbally or written, copying someone else’s homework.	<ul style="list-style-type: none"> <li>• Report on file during student’s HS career</li> <li>• Loss of credit in the course for the grading period, semester, or year</li> </ul>
2C Forgery	Writing or altering the name of another person, or altering times, suspension dates, dates, grades, passes or permits (including signing parent’s names on permission slips).	<ul style="list-style-type: none"> <li>• Detention (lunch or after school)</li> <li>• Wednesday Detention</li> <li>• Saturday School</li> </ul>
2D Gambling	Playing any game of chance or skill for money or items of value.	<ul style="list-style-type: none"> <li>• Expectations Contract</li> </ul>
2E Peer Conflict or Unsafe Contact (ORC 2901.20, 2901.21, 2901.22)	Unauthorized touching, threats or challenges between students.	<ul style="list-style-type: none"> <li>• Community Service</li> <li>• Counseling referral (at expense of parent/guardian)</li> </ul>
2F Insubordination, Willful Disobedience, or Disrespect	Refusing to comply with reasonable instructions of any staff and invited guest. Failure to accept prescribed disciplinary action under this code will be considered willful disobedience and may be grounds for juvenile charges in court.	<ul style="list-style-type: none"> <li>• In-School Restriction (ISR) (If Staff are Available)</li> <li>• Emergency Removal</li> <li>• Suspension from Extracurricular Activities</li> <li>• Out of School Suspension (OSS)</li> </ul>
2G Profanity, Inappropriate Topics or Verbal Abuse	Profanity or obscene language, written or verbal, including the use of gestures, signs, or personal slurs.	
2H School, Class or Bus Disruption	Acting in a disrespectful and/or disorderly manner that disrupts the educational process of any class or school related function.	
2I Trespassing, Truancy or Unauthorized Area	Being in a school building in an unauthorized area or on school grounds without permission, or failure to sign in; refusing to comply with a request to leave; in a building after school hours without staff supervision. Leaving school grounds without proper authorization.	

**LEVEL 3: BEHAVIOR      Illegal and/or serious misconduct – Not life or health threatening.**

A student charged with behavior which is classified herein as Level 3 shall be subject to removal from the school immediately, and repeat offenses may be subject to a recommendation for expulsion from the Black River Local School District and possible court referral. Depending on the severity of the offense, a student may be given a harsher penalty.

**The building level administrator has the discretion to choose the appropriate action based on the offense.**

BEHAVIOR	DEFINITION	POSSIBLE DISCIPLINARY ACTIONS
3A Extortion	Obtaining or attempting to obtain money or property from another or forcing another to act by either physical force or intimidation (threat).	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Expectations Contract</li> <li>• Restitution</li> </ul>
3B Fighting	Physical conflict between students, words/actions that provoke a fight or attempt to fight, exchange of words may be considered fighting.	<ul style="list-style-type: none"> <li>• Community Service</li> <li>• Saturday School</li> </ul>
3C Harassment, Hazing, Menacing, Threatening Safety of Self and/or Others, Bullying, Cyber-bullying or Aggressive Behavior	Interfering with, annoying, accosting, threatening, or harassing another person verbally, non-verbally or physically hazing including basis of handicap, gender, race, color, creed, age, religion, national origin, or any difference of ideology.	<ul style="list-style-type: none"> <li>• Expectations Contract</li> <li>• In-School Suspension (ISR) (If Staff are Available)</li> <li>• Emergency Removal</li> </ul>
3D Sexual Misconduct, Inappropriate Material	Any sexual harassment, unauthorized touching, verbal, non-verbal, written sexual-oriented actions, cell phone pictures or videos or other electronically or printed materials.	<ul style="list-style-type: none"> <li>• Counseling Referral (At Parent/Guardian Expense)</li> <li>• Court Referral</li> <li>• Suspension from Extracurricular Activities.</li> </ul>
3E Theft or Shop Lifting	Stealing or attempting to steal the money or property of another; possession of stolen property. Items of higher values may result in greater penalties.	<ul style="list-style-type: none"> <li>• Out of School Suspension (OSS)</li> <li>• Recommendation for Expulsion</li> </ul>
3F Tobacco Products (ORC 3313.751)	Using or possessing any tobacco product, lighter, matches, vaping devices or other related materials/paraphernalia.	
3G Vandalism	Destruction or defacing of public or private property or the school, its staff or other students' property or equipment.	
3H Computer Technology and Tampering	Violation of School Technology Privacy and Acceptable Use Policy in Parent/Student Handbook, Section V.	
3I Multiple Suspensions and/or Repeated Violations of the Student Code of Excellence	Repeated failure to follow classroom and/or Student Code of Excellence regulations, and/or technology and bus rules.	

**LEVEL 4: BEHAVIOR      Illegal and/or serious misconduct – Life or health threatening.**

A student charged with behavior which is classified as Level 4 shall be subject to removal from the school immediately. Repeat offenses will be subject to a recommendation for expulsion from the Black River Local School District. Legal authorities may be contacted and court referrals may be made.

**The building level administrator has the discretion to choose the appropriate action based on the offense.**

BEHAVIOR	DEFINITION	DISCIPLINARY ACTION
4A Arson	Setting fire, or attempting to set fire to a school building or property located on school grounds or any property belonging to, rented by, or on loan to the school district, or property (including automobiles) of persons employed by the school or in attendance at the school.	<ul style="list-style-type: none"><li>• Emergency Removal</li><li>• Court Referral Made</li><li>• 10 day Out-of-School Suspension (OSS_</li><li>• Restitution and Recommendation for Rxpulsion</li></ul>
4B Assault	Intentionally causing or attempting to cause physical harm.	
4C Bomb Threats and False Alarms	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials or activating the fire alarm system on school property, or reporting a fire where no fire exists.	
4D Chemical Abuse	Possession, use, sale, distribution, having the odor on the breath of alcohol, drugs, intoxicants, or other controlled substances of any kind (including OTC or prescription drugs, possessing drug paraphernalia on school property or at school activities or possession of counterfeit or “look alike” drug paraphernalia. Refer to Section IX, Drug and Alcohol Policy.	
4E Weapons and Dangerous Instruments (Gun Free Schools Act of 1994. ORC 3313.66, 3313.661, (1995, H.B., 64)	Possessing, handling, transmitting a knife, razor, ice pick, explosive, leaded cane, sword cane, machete, gun or any other object that could be used as a weapon or dangerous instrument; discharge any firearm explosive, or disruptive devices but not limited to stink bombs or smoke bombs. This includes lighters, fireworks, and any other potentially flammable or explosive items.	

# FERPA PRIVACY ACT

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Many parents already understand the medical privacy act effective April 2003. Since 1974, student's education confidentiality has been protected by Family Educational Rights and Privacy Act (FERPA). This federal law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.

Generally, schools must have written permission from the parent or eligible students in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR & 99.31).

- 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; and
- Juvenile justice system, pursuant to specific State law.

Schools may disclose, without active consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance as long as parents and eligible students are given enough time to request their information not to be disclosed.

Schools must notify parents and eligible students **annually** of their rights under FERPA. The actual means of notification is left to the discretion of each school.

If you do not want directory information shared, please complete the FERPA form available upon request from each building office or on the district webpage.

# CHILD FIND

## **Rule 3301-51-03 Child find.**

Effective December 1, 2023

(A) Each educational agency shall adopt and implement written policies and procedures approved by the Ohio department of education, office for exceptional children, that ensure all children with disabilities residing within the district, including children with disabilities who are homeless children or are wards of the state, and children with disabilities attending nonpublic schools, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated as required by the Individuals with Disabilities Education Act, as amended by the Individuals with Disabilities Education Improvement Act of 2004, December 2004 (IDEA) and federal regulations at 34 C.F.R. Part 300 (October 13, 2006) pertaining to child find, including the regulations at 34 C.F.R.

300.111 and 300.646 .

(B) Child find

(1) General

The child find policies and procedures that each educational agency adopts and implements under this rule shall ensure that:

(a) All children with disabilities residing in the state, including children with disabilities who are homeless children or are wards of the state, and children with disabilities attending nonpublic schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated; and

(b) A practical method is developed and implemented to determine which children are currently receiving needed special education and related services.

(2) Use of the term developmental delay

The following provisions apply with respect to implementing the child find requirements of this rule:

(a) The Ohio department of education has adopted in rule 3301-51-11 of the Administrative Code a definition of "developmental delay" under 34 C.F.R.

300.8(b) and under that section has determined in rule 3301-51-01 of the Administrative Code that the term applies to children aged three through nine years;

(b) A school district of residence is not required to adopt and use the term developmental delay for any children within its jurisdiction;

(c) If a school district of residence uses the term developmental delay for children described in rule 3301-51-01 of the Administrative Code as experiencing developmental delays, the school district must conform to both the state's definition of that term in rule 3301-51-11 of the Administrative Code and to the age range of three through nine years of age which is the age range subset that has been adopted by the Ohio department of education in rule 3301-51-01 of the Administrative Code.

(3) Other children in child find Child find must also include:

(a) Children who are suspected of being a child with a disability under the definition of child with a disability in paragraph (B)(10) of rule 3301-51-01 of the Administrative Code and in need of special education, even though they are advancing from grade to grade; and

(b) Highly mobile children, including migrant children.

(4) Construction

Nothing in the IDEA requires that children be classified by their disability so long as each child who has a disability that is listed in the definition of child with a disability in paragraph (B)(10) of rule 3301-51-01 of the Administrative Code and who, by reason of that disability, needs special education and related services is regarded as a child with a disability under Part B of the IDEA.

(C) Disproportionality

(1) The school district must annually report data to be examined by the Ohio department of education to determine if significant disproportionality based on race and ethnicity is occurring in the school district with respect to:

(a) The identification of children as children with disabilities, including the identification of children as children with disabilities in accordance with a particular impairment described in section 602(3) of IDEA and as defined in rule 3301-51-01 of the Administrative Code;

(b) The placement in particular educational settings of these children; and

(c) The incidence, duration, and type of disciplinary removals from placement, including suspensions and expulsions.

(2) To determine if significant disproportionality is occurring in the school district, the Ohio department of education must apply the risk ratio threshold or thresholds determined by the Ohio department of education to risk ratios or alternate risk ratios, as appropriate, in each category described in (C)(1) of this rule and the following racial and ethnic groups:

(a) Hispanic/Latino of any race; and, for individuals who are non-Hispanic/ Latino only;

(b) American Indian or Alaska Native;

(c) Asian;

(d) Black or African American;

(e) Native Hawaiian or Other Pacific Islander;

(f) White; and

(g) Two or more races.

(3) Review and revision of policies, practices, and procedures

In the case of a determination of significant disproportionality with respect to the identification of children as children with disabilities or the placement in particular educational settings, including disciplinary removals of such children, in accordance with paragraph (C)(1) of this rule, the school district must ensure the following:

(a) Provide for the annual review and, if appropriate, revision of the policies, practices, and procedures used in identification or placement in particular education settings, including disciplinary removals, to ensure that the policies, practices, and procedures comply with the requirements of IDEA.

(b) Publicly report on the revision of policies, practices, and procedures described under this rule consistent with the requirements of the Family Educational Rights and Privacy Act of 1974, January 1974, its implementing regulations in 34 CFR part 99 (January 2012), and Section 618(b)(1) of IDEA.

(4) Comprehensive coordinated early intervening services.

Except as provided in paragraph (C)(5) of this rule, the school district identified under (C)(1) of this rule shall reserve the maximum amount of funds under section 613(f) of IDEA to provide comprehensive coordinated early intervening services to address factors contributing to the significant disproportionality.

(a) In implementing comprehensive coordinated early intervening services a school district:

(i) May carry out activities that include professional development and educational and behavioral evaluations, services, and supports.

(ii) Must identify and address the factors contributing to the significant disproportionality, which may include, among other identified factors the following:

(a) A lack of access to scientifically based instruction;

(b) Economic, cultural, or linguistic barriers to appropriate identification or placement in particular educational settings;

- (c) Inappropriate use of disciplinary removals; lack of access to appropriate diagnostic screenings;
- (d) Differences in academic achievement levels; and
- (e) Policies, practices, or procedures that contribute to the significant disproportionality.
- (iii) Must address a policy, practice, or procedure it identifies as contributing to the significant disproportionality, including a policy, practice or procedure that results in a failure to identify, or the inappropriate identification of, a racial or ethnic group (or groups).
- (b) A school district may use funds reserved for comprehensive coordinated early intervening services to serve children from age three through grade twelve, particularly, but not exclusively, children in those groups that were significantly over identified under paragraph (C)(1) of this rule, including:
  - (i) Children who are not currently identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment; and
  - (ii) Children with disabilities.
- (a) A school district may not limit the provision of comprehensive coordinated early intervening services under this paragraph to children with disabilities.
- (5) Exception to comprehensive coordinated early intervening services. A school district that serves only children with disabilities identified under paragraph (C)(1) of this rule shall not be required to reserve funds to provide comprehensive coordinated early intervening services.
- (6) Rule of construction. Nothing in this rule authorizes the school district to develop or implement policies, practices, or procedures that result in actions that violate the requirements of this rule, including requirements related to child find and ensuring that a free appropriate public education is available to all eligible children with disabilities.
- (7) General. If a school district is found by the department to have significant disproportionality in any category for three consecutive years without reasonable progress, the department may direct the school district to: Review their policies, procedures and practices related to identification, placement and discipline of children with disabilities:
  - (a) Review their policies, procedures and practices related to identification, placement and discipline of children with disabilities;
  - (b) Identify the factors that may be contributing to significant disproportionality; and
  - (c) Redirect fifteen per cent of IDEA funds toward comprehensive coordinated early intervening services, which are designed to address the contributing factors and include professional development, education and behavioral evaluations, services and supports.

(D) Data reporting

- (1) Each school district and other educational agencies shall maintain an education management information system and submit data to the Ohio department of education pursuant to rule 3301-14-01 of the Administrative Code as well as the data reporting required under 20 U.S.C. 1418.
- (2) County boards of developmental disabilities and state institutions operated under the Ohio department of mental health, Ohio department of youth services, and the Ohio central school system shall submit data reports directly to the Ohio department of education on prescribed forms and in the prescribed manner.
- (3) The collection and use of data to meet the requirements of this rule are subject to the confidentiality requirements in rule 3301-51-04 of the Administrative Code.

Supplemental Information

Authorized By: [3301.07](#), [3301.07\(J\)](#), [3323.02](#), [3323.07](#)

Amplifies: [3323.02](#), [3323.07](#)

Five Year Review Date: 7/1/2028

Prior Effective Dates: 7/1/2002, 7/1/2008, 7/1/2014, 7/1/2023 Rule 3301-51-03 Child find.

Effective December 1, 2023

(A) Each educational agency shall adopt and implement written policies and procedures approved by the Ohio department of education, office for exceptional children, that ensure all children with disabilities residing within the district, including children with disabilities who are homeless children or are wards of the state, and children with disabilities attending nonpublic schools, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated as required by the Individuals with Disabilities Education Act, as amended by the Individuals with Disabilities Education Improvement Act of 2004, December 2004 (IDEA) and federal regulations at 34 C.F.R. Part 300 (October 13, 2006) pertaining to child find, including the regulations at 34 C.F.R. 300.111 and 300.646 .

(B) Child find

(1) General

The child find policies and procedures that each educational agency adopts and implements under this rule shall ensure that:

- (a) All children with disabilities residing in the state, including children with disabilities who are homeless children or are wards of the state, and children with disabilities attending nonpublic schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated; and
- (b) A practical method is developed and implemented to determine which children are currently receiving needed special education and related services.

(2) Use of the term developmental delay

The following provisions apply with respect to implementing the child find requirements of this rule:

- (a) The Ohio department of education has adopted in rule 3301-51-11 of the Administrative Code a definition of "developmental delay" under 34 C.F.R. 300.8(b) and under that section has determined in rule 3301-51-01 of the Administrative Code that the term applies to children aged three through nine years;
- (b) A school district of residence is not required to adopt and use the term developmental delay for any children within its jurisdiction;
- (c) If a school district of residence uses the term developmental delay for children described in rule 3301-51-01 of the Administrative Code as experiencing developmental delays, the school district must conform to both the state's definition of that term in rule 3301-51-11 of the Administrative Code and to the age range of three through nine years of age which is the age range subset that has been adopted by the Ohio department of education in rule 3301-51-01 of the Administrative Code.

(3) Other children in child find Child find must also include:

- (a) Children who are suspected of being a child with a disability under the definition of child with a disability in paragraph (B)(10) of rule 3301-51-01 of the Administrative Code and in need of special education, even though they are advancing from grade to grade; and
  - (b) Highly mobile children, including migrant children.
- (4) Construction. Nothing in the IDEA requires that children be classified by their disability so long as each child who has a disability that is listed in the definition of child with a disability in paragraph (B)(10) of rule 3301-51-01 of the Administrative Code and who, by reason of that disability, needs special education and related services is regarded as a child with a disability under Part B of the IDEA.

(C) Disproportionality

- (1) The school district must annually report data to be examined by the Ohio department of education to determine if significant disproportionality based on race and ethnicity is occurring in the school district with respect to:

- (a) The identification of children as children with disabilities, including the identification of children as children with disabilities in accordance with a particular impairment described in section 602(3) of IDEA and as defined in rule 3301-51-01 of the Administrative Code;
  - (b) The placement in particular educational settings of these children; and
  - (c) The incidence, duration, and type of disciplinary removals from placement, including suspensions and expulsions.
- (2) To determine if significant disproportionality is occurring in the school district, the Ohio department of education must apply the risk ratio threshold or thresholds determined by the Ohio department of education to risk ratios or alternate risk ratios, as appropriate, in each category described in (C)(1) of this rule and the following racial and ethnic groups:
- (a) Hispanic/Latino of any race; and, for individuals who are non-Hispanic/ Latino only;
  - (b) American Indian or Alaska Native;
  - (c) Asian;
  - (d) Black or African American;
  - (e) Native Hawaiian or Other Pacific Islander;
  - (f) White; and
  - (g) Two or more races.
- (3) Review and revision of policies, practices, and procedures. In the case of a determination of significant disproportionality with respect to the identification of children as children with disabilities or the placement in particular educational settings, including disciplinary removals of such children, in accordance with paragraph (C)(1) of this rule, the school district must ensure the following:
- (a) Provide for the annual review and, if appropriate, revision of the policies, practices, and procedures used in identification or placement in particular education settings, including disciplinary removals, to ensure that the policies, practices, and procedures comply with the requirements of IDEA.
  - (b) Publicly report on the revision of policies, practices, and procedures described under this rule consistent with the requirements of the Family Educational Rights and Privacy Act of 1974, January 1974, its implementing regulations in 34 CFR part 99 (January 2012), and Section 618(b)(1) of IDEA.
- (4) Comprehensive coordinated early intervening services. Except as provided in paragraph (C)(5) of this rule, the school district identified under (C)(1) of this rule shall reserve the maximum amount of funds under section 613(f) of IDEA to provide comprehensive coordinated early intervening services to address factors contributing to the significant disproportionality.
- (a) In implementing comprehensive coordinated early intervening services a school district:
    - (i) May carry out activities that include professional development and educational and behavioral evaluations, services, and supports.
    - (ii) Must identify and address the factors contributing to the significant disproportionality, which may include, among other identified factors the following:
      - (a) A lack of access to scientifically based instruction;
      - (b) Economic, cultural, or linguistic barriers to appropriate identification or placement in particular educational settings;
      - (c) Inappropriate use of disciplinary removals; lack of access to appropriate diagnostic screenings;
      - (d) Differences in academic achievement levels; and
      - (e) Policies, practices, or procedures that contribute to the significant disproportionality.
    - (iii) Must address a policy, practice, or procedure it identifies as contributing to the significant disproportionality, including a policy, practice or procedure that results in a failure to identify, or the inappropriate identification of, a racial or ethnic group (or groups).
  - (b) A school district may use funds reserved for comprehensive coordinated early intervening services to serve children from age three through grade twelve, particularly, but not exclusively, children in those groups that were significantly over identified under paragraph (C)(1) of this rule, including:
    - (i) Children who are not currently identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment; and
    - (ii) Children with disabilities.
      - (a) A school district may not limit the provision of comprehensive coordinated early intervening services under this paragraph to children with disabilities.
- (5) Exception to comprehensive coordinated early intervening services. A school district that serves only children with disabilities identified under paragraph (C)(1) of this rule shall not be required to reserve funds to provide comprehensive coordinated early intervening services.
- (6) Rule of construction. Nothing in this rule authorizes the school district to develop or implement policies, practices, or procedures that result in actions that violate the requirements of this rule, including requirements related to child find and ensuring that a free appropriate public education is available to all eligible children with disabilities.
- (7) General. If a school district is found by the department to have significant disproportionality in any category for three consecutive years without reasonable progress, the department may direct the school district to: Review their policies, procedures and practices related to identification, placement and discipline of children with disabilities:
- (a) Review their policies, procedures and practices related to identification, placement and discipline of children with disabilities;
  - (b) Identify the factors that may be contributing to significant disproportionality; and
  - (c) Redirect fifteen per cent of IDEA funds toward comprehensive coordinated early intervening services, which are designed to address the contributing factors and include professional development, education and behavioral evaluations, services and supports.
- (D) Data reporting
- (1) Each school district and other educational agencies shall maintain an education management information system and submit data to the Ohio department of education pursuant to rule 3301-14-01 of the Administrative Code as well as the data reporting required under 20 U.S.C. 1418.
  - (2) County boards of developmental disabilities and state institutions operated under the Ohio department of mental health, Ohio department of youth services, and the Ohio central school system shall submit data reports directly to the Ohio department of education on prescribed forms and in the prescribed manner.
  - (3) The collection and use of data to meet the requirements of this rule are subject to the confidentiality requirements in rule 3301-51-04 of the Administrative Code.
- Supplemental Information  
 Authorized By: [3301.07](#), [3301.07\(J\)](#), [3323.02](#), [3323.07](#)  
 Amplifies: [3323.02](#), [3323.07](#)  
 Five Year Review Date: 7/1/2028  
 Prior Effective Dates: 7/1/2002, 7/1/2008, 7/1/2014, 7/1/2023

## Final Forms

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Black River Local Schools uses Final Forms. Parents should update any and all student information in Final Forms.

<https://blackriverlocal-oh/finalforms.com>

### Parents Right to Know

All Black River classroom teachers assigned to teach your child meet or exceed the qualifications needed to be rated as Highly Qualified Teachers. Our teachers are all fully certified to teach in the areas to which they have been assigned and are eligible for the Highly Qualified designation due to having taken and passed required licensure exams and/or having taken advanced coursework or earning advanced degrees.

Specific additional information regarding the qualifications of your child's teacher(s) can be obtained by contacting the Board Office at 419-736-3300.

### Annual Notice

#### Participation in the Federal Grants Under the Elementary and Secondary Education Act

Black River Local School District participates in the federally funded grant programs (Title I – Improving the Academic Achievement of the Disadvantaged; Title II – Improving Teacher Quality; Title IVB – Individuals with Disabilities Education Improvement Act)

These federally funded programs provide supplemental assistance to school districts for supporting the educational program and the provision of a Free and Appropriate Public Education (FAPE) to all students. If you have any questions or comments regarding the district's use of these federal funds, please contact the Assistant Superintendent/Curriculum Coordinator, Jill Holland Beiser at 419-736-3300 or [jbeiser@blrv.org](mailto:jbeiser@blrv.org). Please contact the Director of Student Services, Jeff Novak at 419-736-3300 or [jnovak@blrv.org](mailto:jnovak@blrv.org), with any questions or concerns regarding the special education services within the Black River Local School District.

### Title I

Title I is a federally funded educational program that provides support to students. The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. Black River Local Schools receives federal funding through Title I-A. Each year, the program is reviewed and buildings are reconsidered for participation in Title I.

This year, the funds are used to provide supplemental instruction to students who are in need of assistance in the area of reading in grades K - 2 at qualifying elementary buildings. Our Title I services are for Targeted Assistance, so funds are used for direct instruction to qualifying students.

Students do not apply for participation in this program. All students are considered for Title I based on multiple criteria and selection is made for students of greatest academic need. Parents of students who qualify are asked to participate in the development of a Title I plan for their child with the instructional team. Parents will have ongoing communication with the **Title I teacher and participate with the school regarding educational decisions. Title I students receive help during school hours.** Students' progress is monitored and services are adjusted as needed.

For questions, please contact Jill Holland Beiser, Assistant Superintendent/Curriculum Director at 419-736-3300 x1106.

### **Title III: English Learners**

English Learner (EL) students, continue to be an increasing population. Rights guaranteed by Title VI of the Civil Rights Act of 1964, the Equal Educational Opportunities Act, and Title III of the Elementary and Secondary Education Act help to ensure that EL students are provided support to overcome language barriers that prevent equitable participation in their instructional programs.

The purpose of Black River Local Schools' English Learners (EL) program is to help EL students overcome linguistic, cultural and language difficulties and to assure that they receive an equal educational opportunity. EL services facilitate student learning within 5 skill areas: reading, writing, speaking, listening, and cultural enrichment. In addition, EL services provide educational opportunities for English Learners to meet grade promotion and graduation requirements while becoming members of American society.

In order to achieve these goals, EL students need to develop English proficiency in the four communication domains of listening, speaking, reading and writing. Students also need to comprehend what they hear and what they read. Therefore, comprehension of both spoken and written English is an underlying competency that limited English proficient students need to develop in order to achieve the above goals.

Parents will be notified of the results of any assessment to determine level of proficiency as well as quarterly progress made toward proficiency if a student qualifies. Parents have the right to accept or refuse services.

## 2024-2025 PIRATE BOOSTERS

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### **BLACK RIVER ACADEMIC BOOSTER CLUB**

**WHO WE ARE...**The Black River Academic Boosters is a charitable organization with the general purpose of fostering academic excellence within the Black River Middle School and High School community.

*Specific purposes include:*

1. Promote and recognize outstanding scholastic achievement in the Black River High School.
2. Raise funds and dispense these funds to support qualifying organizations and individuals in academic activities.
3. Encourage participation in interscholastic competition.
4. Enhance community awareness and support for academic excellence.

We meet the 1st Monday of every month at 7:00 pm in the Black River High School Library.

### **BLACK RIVER ATHLETIC BOOSTER CLUB**

**WHO WE ARE...**The objective of the Black River High Athletic Booster Club is to promote and assist in any way possible all the athletic programs and student athletes at Black River High School and Middle School.

Membership of the Black River Athletic Booster Club shall be open to anyone wishing to aid in carrying out the objectives and purposes of this organization.

We meet the 4<sup>th</sup> Monday at 7:30 pm of every month at the Black River High School Library.

### **BLACK RIVER BAND BOOSTERS**

**WHO WE ARE...**The Black River Band Boosters is a support organization whose purpose is to encourage and promote an enthusiastic interest in the various activities connected with the music department, including (but not limited to) instrumental and vocal music of the Black River Local Schools, grades six (6) through twelve (12). The group strives to lend all possible support, both moral and financial, to the vocal and instrumental activities of the Black River Middle School and High School, and to facilitate and insure cooperation and communication among those interested in the development of music education in the Black River Local Schools.

Membership is open to any parties interested in supporting the Black River Music programs.

We meet the 2<sup>nd</sup> Tuesday of each month at 7:00 pm in the Black River High School Band Room.

### **BLACK RIVER ENDOWMENT COMMITTEE**

**WHO WE ARE...** The Black River Endowment Committee is a community-based organization designed to develop and provide a permanent source of supplemental funding. These funds will be used to improve the quality of education and enhance the regular curriculum of the Black River Local School District. Endowment funds are not used to fund basic school programs that are already paid for by tax dollars. All tax-deductible donations are given to the fund by individuals, families, small groups and businesses.

### **BLACK RIVER PIRATE PARENTS**

The purpose of the Black River Pirate Parents is to promote children's health, well-being, and educational success through strong parent, family, community, and school involvement. The Black River Pirate Parents will provide support to the Black River Local School District through volunteerism and fundraising.

If you would like to volunteer or for more information, please contact Pirate Parents at [pirateparentsbr@gmail.com](mailto:pirateparentsbr@gmail.com).

# Black River Local School District

## Board of Education

Chuck Stiver, President  
Dan Sexton, Vice President  
Robin Blake  
Cathie Morlock  
Michele Powers-Neeld



## Administration

Chris A. Clark, Superintendent  
Robert Kuehnle, Treasurer

257-A County Road 40  
Sullivan, Ohio 44880  
Phone: (419)736-3300  
Fax: (419)736-3308  
[www.blackriverschools.org](http://www.blackriverschools.org)

Proudly Serving the Communities of Albion, Cinnamon Lake, Homerville, Huntington, Spencer and Sullivan

Dear Parent or Guardian,

The Black River Local School District uses a parent app called Stopfinder. The Stopfinder app is an easy to use, calendar based, all-in-one app that allows you to have the most accurate information about your child's bus schedule at anytime from anywhere. In addition to displaying your child's transportation schedule, Stopfinder features push notifications and a private messaging feature that will allow you to communicate directly with the Black River Local School District Transportation Department. The app is calendar based, and the schedules showing in the app are date specific. Late bus announcements, **BUS SCHEDULES**, school delays or closures, and other important messages from the Transportation Department will be sent using the Stopfinder app. Any time that a route is changed, the app allows you to see the new schedule in real time. This is an important communication tool for parents as routes constantly are changing due to new students moving into the district.

The email address that is currently on file with the district is the email address used for this communication. Please contact the Black River Administration Office at 419-736-3300 to make any changes to your primary email address, or update email changes in Final Forms.

Stopfinder can be downloaded for free from the Apple App Store or Google Play. Stopfinder will require an invite and registration through the district prior to accessing your child's transportation schedule. Please watch for a Stopfinder activation link in your email once your child is registered for bus transportation. The activation link is time-sensitive and expires usually within 24 hours. Please contact Black River at [records@blrv.org](mailto:records@blrv.org).

We look forward to serving Black River students with bus transportation.



stopfinder



### Start Using the App Today

1. Activate your subscription
  - An invitation email will be sent from the Transportation Department
2. Install the Stopfinder app
3. View your student's schedule
4. Share your student's schedule with caregivers
5. Easily and securely communicate with your Transportation Department



See student's schedule for any day of the year

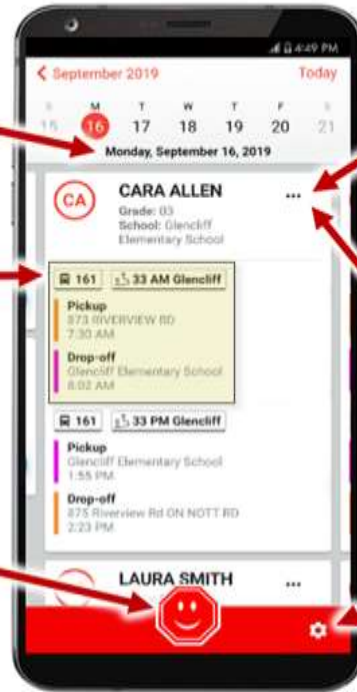
Stop information, vehicle, and trip name

Access all announcements and messages

Securely share schedule or send a message to the Transportation Department

Map student and stop location

Manage subscribers, profile, or logout

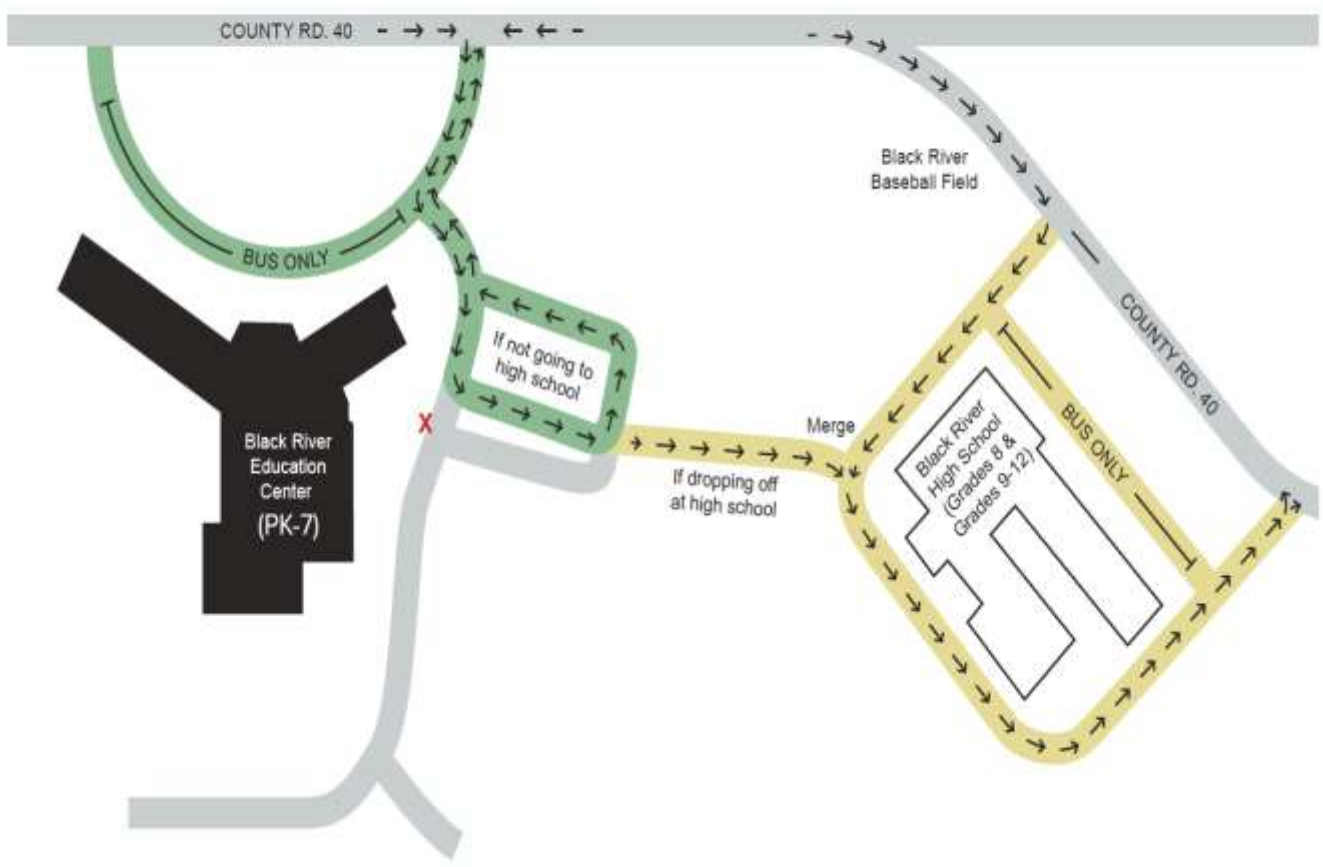


Please update your email address and receive your child(ren)'s bus or van schedule at the tip of your fingertips. We will no longer be mailing bus schedules, unless you don't sign up for Stopfinder.

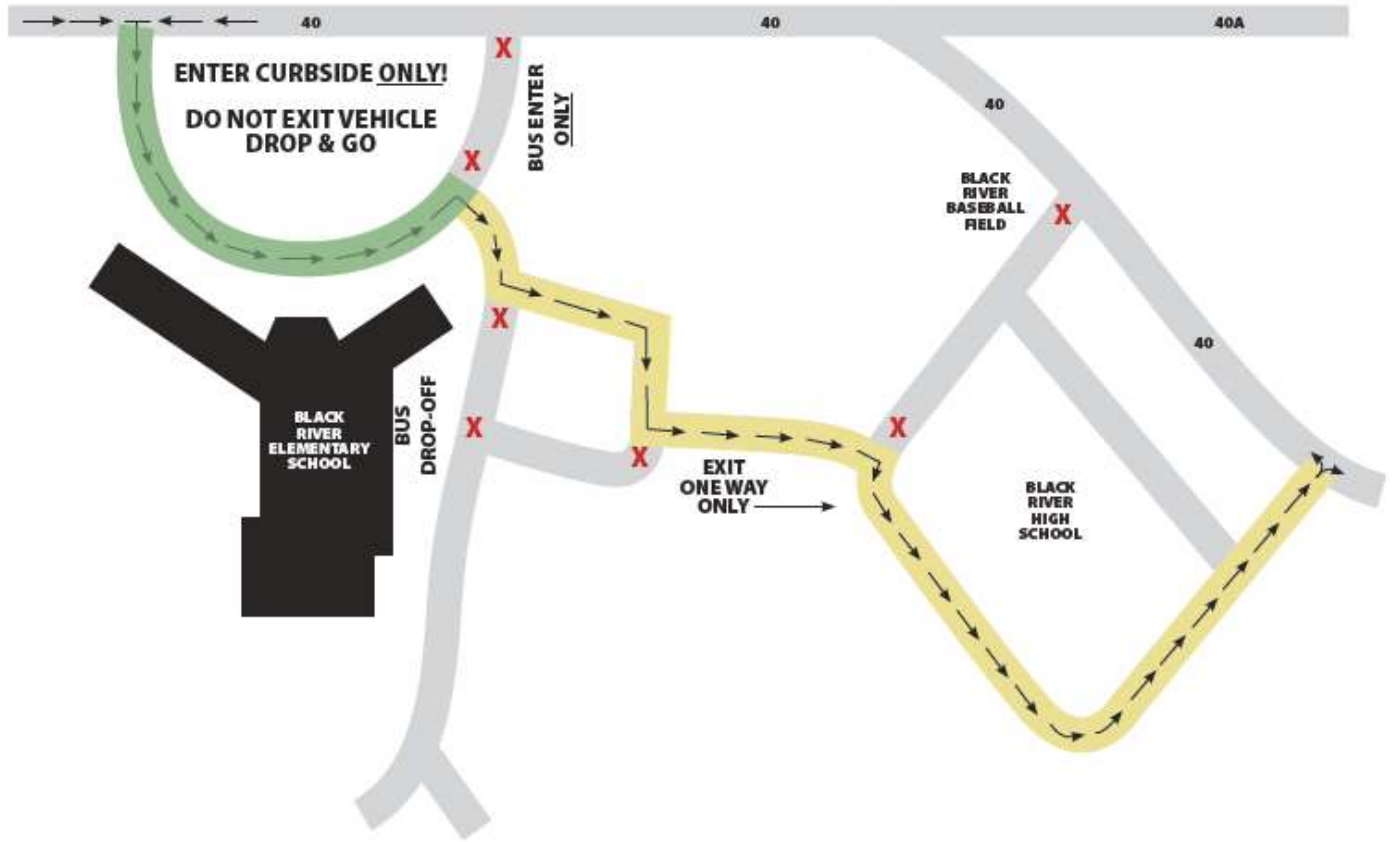


Black River School District Transportation Dept.  
 419-736-3305  
 @bberry@blrv.org

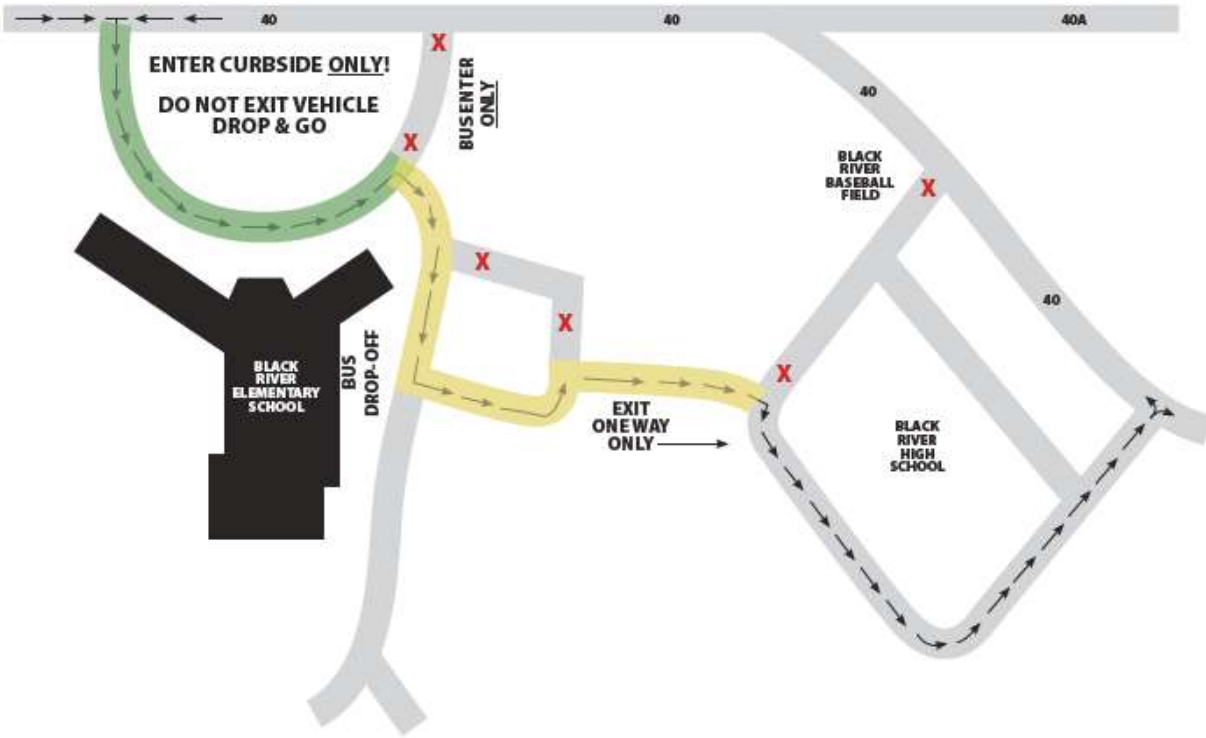
# 2024 - 2025 Middle School / High School Drop Off and Pick Up Map – (Grades 6-12)



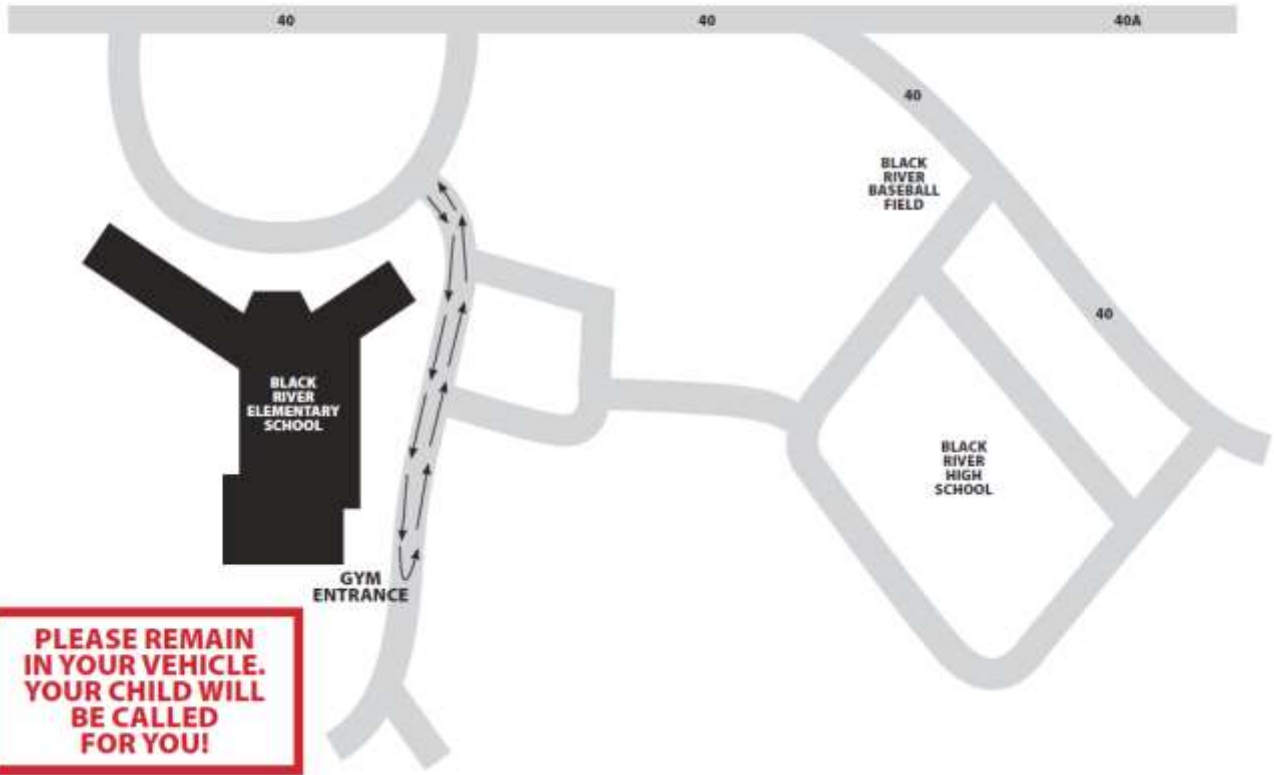
# 2024-2025 Black River Elementary **AM** - Parent Drop-off 8:50-9:00 a.m.



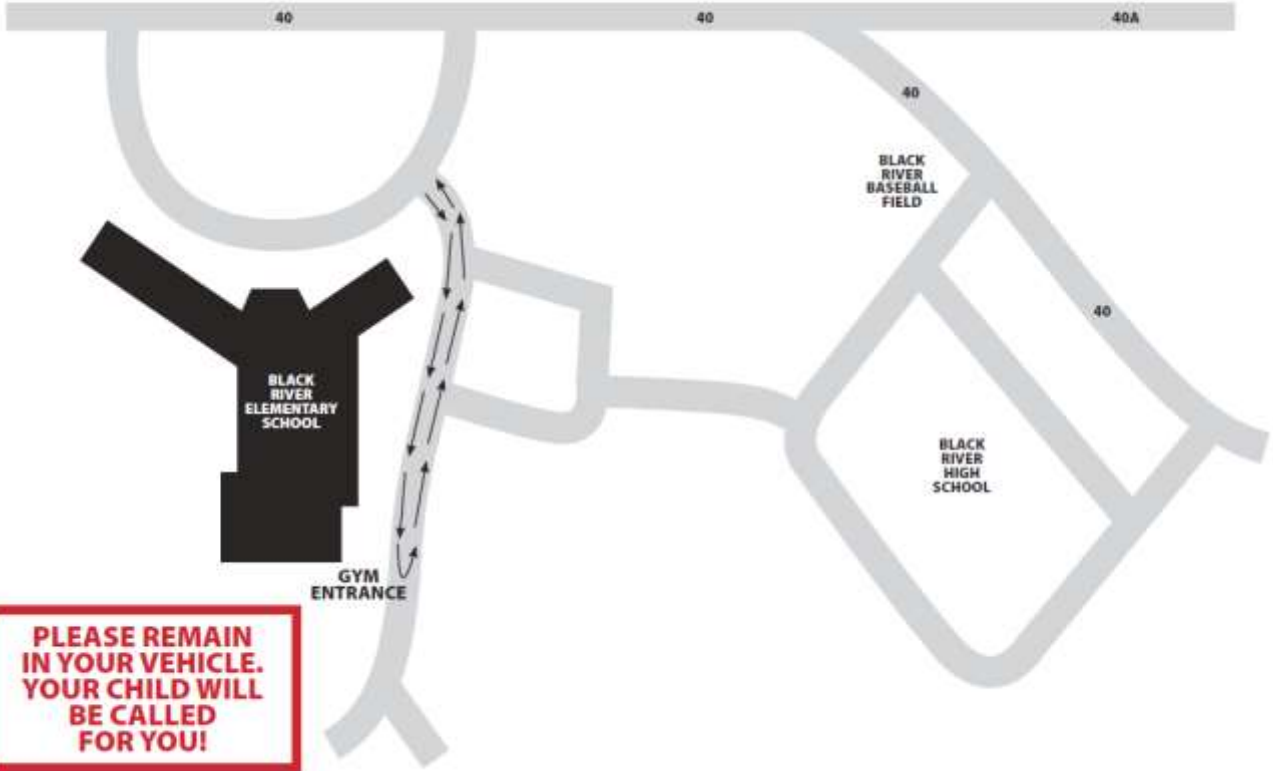
2024-2025 Black River Elementary  
**AM - Parent Pick-up 11:20-11:30 a.m.**



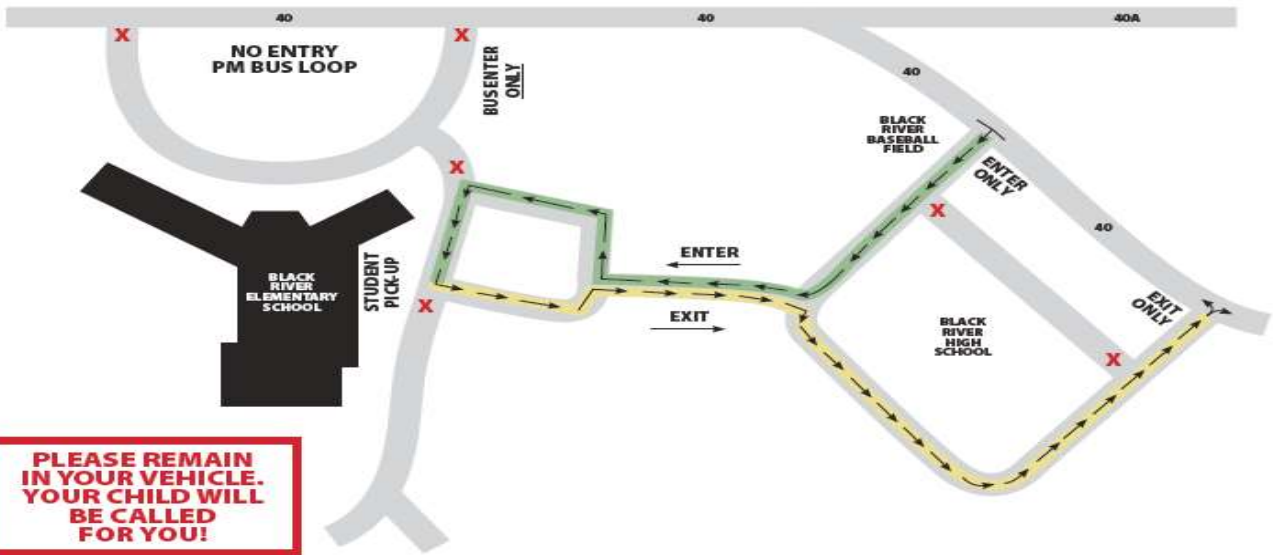
**2024-2025 Black River Elementary  
Preschool only Pick-up 3:00-3:05 p.m. only**



2024-2025 Black River Elementary  
**Preschool only Pick-up 3:00-3:05 p.m. only**



**2024-2025 Black River Elementary  
PM - Parent Pick-up 3:20-3:35 p.m.**



**PLEASE REMAIN  
IN YOUR VEHICLE.  
YOUR CHILD WILL  
BE CALLED  
FOR YOU!**

# **Black River LOCAL SCHOOLS**

*Home of the Pirates*

257-A County Road 40

Sullivan, Ohio 44880

*Telephone: (419) 736-3300*

**Website – [www.blackriverschools.org](http://www.blackriverschools.org)**