Bradford Elementary School
Student/Parent Handbook
2026-2027

Mr. Ryan Schlater, Principal
740 Railroad Avenue
Bradford, OH 45308
Phone: 937-448-2811
Fax: 937-375-9313

www.bradford.k12.oh.us

This book belongs to:

Name:

_____

Teacher

_____

SCHOOL CALENDAR 2026-27

First Quarter

Tuesday, Aug.18..…..…… ..……..……..New Teacher Work Day.
Wednesday, Aug.19..……....……..Teacher Prof. Development
Thursday, Aug. 20…..……...…….……..……..Teacher Work Day
Monday, Aug.24…….....Teacher Work Day / Open House - 5:00-7:00 p.m.
Tuesday, Aug. 25……..…….. ……..……Teacher Professional Development
Wednesday, Aug. 26……..……....First Day of School for Students
Monday, Sept. 7…… ……..…No School - Labor Day
Wednesday, Sept. 16...Teacher Professional Development - Early Release 1:10 p.m
Wednesday, Oct. 14……....Teacher PD (2 hr. Late arrival for students).
Friday, Oct. 16…….....Pumpkin Show Parade (students dismissed after parade)
Friday, Oct. 23……..….. End of 1st Quarter - Early Dismissal 1:10 p.m.

Second Quarter

Wednesday, Nov. 4…...Teacher Professional Development Early Release 1:10 p.m.
Thursday, Nov. 5……..……Conferences 8 a.m. - 7 p.m. (No School for Students)
Friday, Nov. 6.. ……..……..No School
Wednesday, Nov. 25- Friday, Nov. 27 ..……..…No School - Thanksgiving Break
Tuesday, Dec.22……...Last Day Before Winter Break-End of 2nd Quarter
Tuesday, Dec. 22……Early Dismissal 1:10 p.m
Wednesday, Dec. 23 – Friday, Jan 4 ……..……..……Winter Break

Third Quarter

Tuesday, Jan. 5……..……..……School Resumes / 3rd Quarter Begins
Monday, Jan. 18 ……..……..…… No School ----M. L. King Jr. Holiday
Wednesday, Feb. 3……..…Teacher Prof. Development / Early Dismissal 1:10 p.m.
Wednesday, Feb 3……..…Parent Teacher Conferences 3:15 - 7:00 p.m.
Monday, Feb. 15…….No School - President's Day (Possible Make-up Day)
Friday, March 12…….……End of 3rd Quarter – 1:10 Early Dismissal

Fourth Quarter

Wednesday, March 24……Teacher Prof. Development / Early Dismissal 1:10 p.m.
Thursday, March 25 - Monday, March 29……..……..……No School - Spring Break
Tuesday, March 30..……..……,School Resumes
Monday, April 19. ……...Teacher PD Day - (Possible Make-up Day
Thursday, May 27……End of 4th Quarter / Early Dismissal 1:10 p.m.
Friday, May 28…..……..…Teacher Work Day (Possible Make-up Day
Saturday, May 29……Graduation @ 2:30
Monday,, May 31……..……Memorial Day

GENERAL INFORMATION

1. Bradford Elementary address: 740 Railroad Avenue, Bradford, OH 45308
2. Our phone number is 448-2811 and our fax number is 937-375-9313
3. The school office is open from 7:45 a.m. to 4:00 p.m.
4. Teachers may be contacted at school from 7:55 a.m. to 3:25
5. THE TARDY BELL RINGS AT 8:10 A.M., announcements begin at 8:15 a.m. and dismissal time is 3:10 p.m.

The 5 Rs

The following "5 Rs" have been established as a positive guideline for behavior in Bradford Elementary School:

Be Ready to Learn
Be Responsible
Be Respectful
Be Resilient
Be Roader Empowered

Welcome to Bradford Elementary School! We are here to serve the children of the Bradford community by providing a child friendly atmosphere for learning. This handbook provides a set of guidelines and rules by which we operate our school. We encourage all parents to take the time to read this document. Feel free to call us if you have any questions or concerns regarding our school policy as it affects your child. Have a great school year!

Sincerely,

Ryan Schlater

Ryan Schlater, Principal 937-448-2811
rschlater@bradford.k12.oh.us

Bob Daugherty, Ass't Principal 937-448-2811
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Joe Hurst, Superintendent 937-448-2770
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Tabatha Canan, School Secretary 937-448-2811
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School website www.bradford.k12.oh.us

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook contains important information that you are responsible for knowing; become familiar with the following information and you should keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects.

MISSION STATEMENT

It shall be the responsibility of Bradford Schools to ensure that educators, parents, students, and citizens of the community will be provided a safe, positive learning environment ensuring an atmosphere conducive to the development of life-long learning skills that will lead to productive, responsible citizens.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal educational opportunity for all students. Any person, who believes that school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence, within the boundaries of the District, or social or economic background, has the right to file a complaint. Complaints and/or questions should be directed to the Superintendent who is the School District's Compliance Officer. Complaints placed in writing will be investigated and a response provided to the person filing the complaint in a timely manner. The compliance Officer can provide additional information concerning access to equal educational opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. Students are expected to follow staff members' directions and obey all school rules. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should report to the office.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail or hand delivery to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Parents are also encouraged to track their child's progress by means of Progress Book, which may be accessed online on the school website at www.bradford.k12.oh.us .

SCHOOL DAY

1. The school day is from 8:10 a.m. to 3:10 p. m. The tardy bell rings at 8:10 a.m. Students who arrive after this time must report directly to the office to sign in.
2. The school is not responsible for the supervision of students before 7:30 a.m. or after 3:15 p.m. Students remaining in the building after 3:15 p.m. must be under the direct supervision of a staff member.
3. Students who are eating breakfast may enter the building at 7:40 a.m. Breakfast is served from 7:45 to 8:05 a.m.
4. Students who are not eating breakfast should report to the small gymnasium. Students will be dismissed from this area in time to arrive in their classroom on time.
5. No students or parents will be permitted to stop by the classrooms before or after school unannounced. All visitors must report to the office.

EMERGENCY CLOSING AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the various radio and television stations within the area. Bradford Schools will also utilize the One Call System that notifies parents of delays and/or cancellations. Parents and students are responsible for knowing about emergency closings and delays. Parents are asked to inform the school office whenever there are changes in the telephone numbers so the One Call System can be updated.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival:

Car Riders-

Parents that are driving their children to school must use the Children's Home Road Driveway and drop off their child at the doors closest to the playground. The hours for drop off are 7:45-8:00. There are arrows on the blacktop to follow for dropping your child off. Pull up to the door and your child can unload in front of the doors at the playground.

Walkers and Bicycles-

Students that are walking should not arrive at the crosswalks at St. Rt. 721 and Children's Home Road before 7:25. Crossing guards will not be available until that time and will be available to cross students until 7:55. Walkers and bicycle riders must enter through the front doors. Students must abide by and follow all the rules of the crossing guards.

Bus Riders-

Students who ride the bus will be dropped off at the front entrance and should go directly to the small gymnasium unless they are eating breakfast. They are not permitted on the playground or in front of the school.

ENTER THE FRONT DOORS BETWEEN 8:10-2:30 P.M. ONLY. THIS AREA IS FOR BUS LOADING AND UNLOADING.

Dismissal:

Car Riders-

If you are picking up your child at the end of the day, go to the same location as the morning drop off and follow the same arrows. Dismissal time is at 3:10.

If you have not already received a pick up number, you will need to get a number from the office for dismissal for your elementary child. This number will be given to you and must be displayed in the front window of your vehicle.

This system is very smooth and has been safe so that students can only go with people with whom you have given permission to pick them up.

Please make sure that you have a number when you pick up your child. For safety reasons, students should only be picked up at school and not walk to another location for pick up. **Please do not pick up your students from the front of the building.**

Walkers and Bicycles-

Students who are walking home will be dismissed at 3:05 from the front doors and should leave promptly. Crossing guards will be available from 3:05-3:20 at the Children's Home Road intersection to safely help your child cross the street.

**** The school is not responsible for the supervision of students after 3:15 p.m. Students remaining in the building must be under the direct supervision of a staff member. Any student remaining after school for tutoring, clubs etc. is to remain with the teacher in charge. Entering the staff lounge, gym, or classrooms, or roaming or playing in the hallway is prohibited. If you re-enter the building after school, you must check in at the office.

DISMISSAL TIME SAFETY

1. Students with bikes should walk their bikes while on the sidewalk until they get to the intersection of SR 721 and Children's Home Road.
2. Students crossing SR 721 by foot should only do so at the supervised crossing area (SR 721 and Children's Home Road). Students should NOT cross the road in front of the school as it is not supervised.
3. Students may not re-enter the building. Afternoon supervision will be in place at the south entrance of the school until 3:20 p.m. Crossing guards will only be on duty until 3:20 p.m.
4. The school is not responsible for the supervision of students after 3:15 p.m. Students remaining in the building must be under the direct supervision of a staff member. Any student remaining after school for tutoring, lessons, etc. is to remain with the teacher in charge. Entering the staff lounge or roaming or playing in hallways is prohibited.

STUDENT SAFETY

1. The safety of children at school is a primary concern of the school staff. Visitors to the building are carefully monitored. Therefore state law requires all visitors to report to the office before visiting classrooms. Visitors will be issued a visitor's pass in the office.
2. A full-time School Resource Officer is in the building every day during school hours.
3. Teachers will instruct students not to accept gifts or automobile rides from strangers. The students will also be instructed to tell teachers, their parents, police, or school patrols of any suspicious strangers.
4. Safety is very important in the school community. Students should obey all traffic laws when walking or riding bicycles.
5. Parents are expected to reinforce the school rules about safety crossing streets, fighting, and avoiding other dangerous practices.
6. Crossing guards will be helping elementary students cross the street both before and after school. All students are to obey the crossing guards. Students are required to "Walk" their bicycles when using the cross walks.

BICYCLE SAFETY/PROCEDURES:

Riding a bicycle to school is a privilege, not a right. Improper use of the bicycle on the way to or from school could result in loss of this privilege. All bicycles must be parked in the racks provided. Students are required to "Walk" their bicycles when using the cross walks.

SECTION I – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the school district in which they live, unless enrolling under the District's open enrollment policy.

Students that are new to the District are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. an original birth certificate or similar document
2. social security card or passport
3. court papers allocating parental rights and responsibilities, or custody (if appropriate)
4. proof of residency
5. proof of immunizations
6. All enrollment forms will then be filled out on Final Forms on our website, Bradford.k12.oh.us

Under certain circumstances, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment official.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes

from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT
The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal. The final decision will be made by the principal.

EARLY DISMISSAL
No student will be allowed to leave school prior to dismissal time without parent/guardian permission in verbal, written or in person. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian.

CHANGE OF STUDENT INFORMATION
Please notify the office if you change your address, phone number, place of employment or child care provider. We need this for our records.

Also, parents have an obligation to inform the elementary school any time the custody of a child changes.

Copies of court orders are to be given to the principal and will be placed in the child's file. Confidentiality is maintained. ***Non-custodial parents are to contact the office if requesting any type of school information.***

WITHDRAWAL/TRANSFER FROM SCHOOL
No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law.

If a student plans to transfer to another school, the parent must notify the principal. School records will be transferred within fourteen (14) days to the new school district.

STUDENT WELL-BEING
Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he should notify a staff person immediately. State law requires that all students have an emergency medical authorization completed, signed by a parent or guardian, on file in the school office. This form must be completed on the Final Forms link on the school website, www.bradford.k12.oh.us ***If a student does not have this form completed, they will not be allowed to participate in school field trips.***

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS
All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office staff or school nurse will determine whether or not the student should remain in school or go home. Parents should encourage their students to follow this process of being evaluated in the office first before calling home. Reminder-use of cell phones including texting during school hours is prohibited. No student will be released from school without proper parental permission.

IMMUNIZATIONS
Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Superintendent of Schools.

EMERGENCY MEDICAL AUTHORIZATION
The Board has established a policy (5341) that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent(s) and on file in the school office. This form is required. The school has made the form available to every parent at the beginning of each school year or at the time of enrollment. Failure to return the completed form to the school may jeopardize a student's educational program and result in disciplinary action. Please remember to contact the school with any change in phone numbers. If your child is injured it is imperative that the school be able to contact the parent as soon as possible.

USE OF MEDICATIONS
In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- Medications must be registered with the Nurse's Office and Principal's Office.
- Medication that is brought to the office will be properly secured.
- Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person. ***Medications must be brought to and from school by a parent or other responsible adult.***
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- Medications must be provided in the containers in which they were dispensed by the prescribing physician or pharmacist.

NON-PRESCRIBED (OVER THE COUNTER) MEDICATIONS
No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without parental authorization. The administration of routine or as needed OTC is not practiced at the school. If you feel your child requires the use of an OTC during the school day you must contact the school nurse to discuss the available options. If it is determined by the school nurse that OTC medication will be made available to your child during the school day, the appropriate forms will be made available for parental authorization (no physician authorization is necessary). It may also be determined that the student may self-administer/possess OTC medication. However, parental authorization is required and the appropriate form must be on file in the office.

If a student is found **using or possessing** a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received and disciplinary action may be enacted. This includes cough drops.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if **the appropriate form is filled out and <u>on file</u> in the Office.** A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.
As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

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 to all individuals who have access to the District's programs and facilities.

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, a parent should contact the elementary at 448-2811.

STUDENT RECORDS
FAMILY RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34CFR Part 99) is a Federal law that protects the privacy of student education records. The 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. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
Generally, schools must have written permission from the parent or eligible student 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
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

STUDENT FEES, FINES AND CHARGES

Students will be given a bill to take home for workbooks, weekly readers, other academic materials, fees and supplies they will be using. Bills are expected to be paid within two weeks unless other arrangements have been made with the elementary principal. Failure to pay bills will cause the student's report card to be held at school until payment is received. After the second week of school, all book bills are to be paid in the elementary office. Fees may be waived in situations where there is financial hardship, by completing the sharing information portion on the free and reduced lunch form at the beginning of the year.

Students using school property and equipment can be fined for excessive wear and abuse of or loss of the property and equipment.

Late fines can be avoided when students return borrowed materials promptly. They may be needed by others.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds, or to sell food items in the cafeteria during lunch.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's counselor or activity sponsor.
- No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.
- No student is permitted to sell any item or service in school without the prior approval of the building principal. Violation of this may lead to disciplinary action.

STUDENT VALUABLES
Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not responsible for their safe-keeping and will not be liable for any loss or damage to personal valuables.

MEAL SERVICE
All students' breakfast and lunches will be provided for free for the 2026-2027. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. **NO** outside food from other restaurants will be permitted to be delivered to the cafeteria for consumption. No pop or soda type beverages are allowed at lunch. Students are not permitted to use the school's microwave ovens due to health issues.

FIRE AND TORNADO DRILLS/BUILDING LOCK-DOWN
The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will oversee the safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State.

Building Lock-Down drills may be conducted throughout the school year. Students are required to strictly follow all guidelines.

During any drill procedures or practice, all students will follow all directions. Failure to abide by drill guidelines may result in disciplinary action against the offending student(s).

VISITORS
Parents are welcome at the school in a visitor capacity. In order to properly monitor the safety of students and staff, each parent visitor must report to the **Main Office** upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in shall be requested to come to the office and obtain permission to be in the building. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience. Reminder, the school doors are locked during the day. You will need to use the buzzer system by the main doors to gain entrance to the building. **Students may not bring visitors to school.**

USE OF THE LIBRARY
The library is available to students throughout the school day unless otherwise instructed. Passes may be obtained from a student's teacher or from the librarian. Books on shelves may be checked out for a period of time to assist with the educational process. To check out any materials, contact the librarian. All materials checked out of the library must be returned in a timely manner. All lost books must be returned or paid in full before a student may receive diplomas.

USE OF SCHOOL EQUIPMENT AND FACILITIES
Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. Use of the facility after school will require a site facility agreement.

LOST AND FOUND
Lost and found items are located in the office. Unclaimed items will be given to charity.

USE OF TELEPHONES
Office / School telephones are not to be used for personal calls. Any student use of school phones must have prior approval by the Office. Except in an emergency, students will not be called to the office to receive a telephone call. Possession of a cell phone is permissible however use of cell phones during school hours is prohibited and will be kept in their bookbags on silent mode at all times.

ADVERTISING OUTSIDE ACTIVITIES
No announcements or posting of outside activities will be permitted without the approval of the principal.

VOLUNTEERS
Community members are always welcome to do volunteer work in the school. There are many areas of need, including tutoring, teacher help, room parents and more. Call the elementary office if you have questions.

GUM
Chewing gum at any time is not permitted.

SECTION II – ACADEMICS

FIELD TRIPS
Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips. While the district encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend.

Students who violate school rules may lose the privilege to go on field trips. Teachers will communicate with parents on how they will determine how students might lose this privilege.

Unless approved by the administration, the number of parent chaperones will not exceed 4 per classroom. Younger siblings are not allowed to attend scheduled school field trips. Students of parent chaperones must ride the bus to and from the field trip.

GRADES
Bradford Elementary has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. Students in kindergarten and first grade will receive marks based on educational standards. Students in grades 2-5 will use the grading system below:

The school uses the following grading system for grades 2-5:	The school uses the following grading system for grades K and 1:
A = Excellent achievement B = Good achievement C = Satisfactory achievement D = Minimum-Acceptable achievement F = Failure I = Incomplete	M = Mastery P = Progressing BB = Below Basic

Grading Periods
Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term. Interim reports will be sent mid-way through each term.

When a student appears to be at risk of failure, a reasonable effort will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

3rd Grade Reading Guarantee

Ohio's Third Grade Guarantee ensures that every struggling reader gets the support he or she needs to be able to learn kindergarten through grade three, schools will evaluate all children to determine if they are reading as well as they should be. If a child appears to be falling behind in reading, the school will immediately start a reading improvement plan.

Reading Improvement Plan (RIMP) - This plan will address each student's unique reading problems. Schools will monitor the plan to make sure the student's reading is improving.

Retentions:
The student will take the AIR (American Institute of Research) Ohio state test in the fall and spring of the child's 3rd grade year. Students that do not receive a promotion score on the OST or on a vendor approved assessment as set by the State of Ohio will be considered for retention in 3rd grade with a team of teachers and parents in reading for the following school year. If the team decides retention is not the best, students will be placed in 4th grade. Beginning in the 2023-2024 school year any student that does not receive a passing score on the Ohio State Test will continue to remain on a RIMP until a proficient score has been met.

PROMOTION AND RETENTION
Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made.

DEFINITIONS

A. **Promotion:** Occurs when a student is doing the caliber of work (grade level) that indicates the student should have met the criteria established in Policy 5410 and restated below.
B. **Placement:** Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the Student Intervention Team recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.
C. **Retention:** Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Student Intervention Team with the concurrence of the building administrator. A retention in reading can also occur if a third grade student does not pass the requirements of the Third Grade Reading Guarantee.
D. A **Student Intervention Team** is to be appointed by the principal each year to consider situations in which students may not be promoted to the next grade or may not graduate. Such a team should include classroom teachers, counselors and other support staff, and building principal. Final decision on student promotion, placement, or retention rest with the building principal.

To implement Board Policy, the following guidelines are to be utilized:

Elementary Level:

A. Criteria for consideration
   When the Student Intervention Team is convened, the following criteria shall be considered:
   1. Current level of achievement
   2. Potential for success at the next level
   3. Emotional, physical, social maturity

B. Timeline for Elementary Grade Placement Changes
   1. Before Parent/Teacher Conferences: Principal will review grade placement procedures with teachers
   2. October-January: Teacher should inform parents of student progress.
   3. Early March: Teacher will notify principal, if an alternative grade placement or retention is being considered. The Student Intervention Team may be convened by the principal.

4. Early April: If placement or retention is still being considered, parents should be notified by this time and commitment to the decision secured.
5. May-June: Decision on placement or retention is made and student grade placement recommendation is completed.

PARENT/TEACHER CONFERENCES
Individual conferences will be conducted whenever the teacher or parents think there is a need. Regularly scheduled conferences will be held with every parent in November, and again during the second semester with selected parents. You will be notified during the school year of the upcoming conference dates.

PHYSICAL EDUCATION
Tennis shoes are required for all physical education classes.

SPECIAL CLASSES
The Bradford school system strives to meet the individual needs of our students. We are proud that we are able to offer a variety of special classes to help meet student needs. Written permission is necessary for students to participate in any of these classes.

SPECIAL SERVICES
Requests for the services listed below can be made by calling the elementary office.
Speech Therapist – Services are available to elementary students two to three times per week to work on speech problems. The speech and hearing therapist conducts evaluations to determine if a student qualifies for speech and hearing services.
Psychologist – Services are available for elementary students who are having learning difficulties. Written parental permission is required to receive this service.
Guidance Counselor – Counseling services are provided for any student, if in the judgment of the teacher, the student's ability to learn and participate in class is being affected. If a parent does not wish their child to be counseled, the child's teacher is to be notified. The availability of this service may change from time to time.

RECOGNITION OF STUDENT ACHIEVEMENT
Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal and school secretary.

Students in grades K-5 are rewarded for positive behavior by following the 5 "R's", which are Respectful, Responsible, Resolve Conflict, Ready to Learn, and Reach Above and Beyond. This will be done by using the PAX behavior system. Also, a "Charlie Brown" Citizenship Award, Engineer's Awards, The Right Track Award, and attendance awards will be awarded to deserving students each semester.

Honor and merit rolls have been established to recognize third, fourth and fifth graders for outstanding academic performance. Students who show improvement will also be recognized quarterly. Students also receive a certificate signed by their teacher and the principal.

HOMEWORK
The assignment of homework can be expected. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. Homework is also a part of the student's preparation for the OST Assessments.

COMPUTER TECHNOLOGY AND NETWORKS
Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. One to one

chrome books will be loaned each year to students to be used at school. Parents are required to sign a user agreement form.

STUDENT ASSESSMENT/PROFICIENCY TESTING
All students will be expected to pass the appropriate OST assessments. Grades tested include: third, fourth, and fifth grade.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

ACADEMIC MISCONDUCT
Test, Quizzes, Reports, Major Projects Student caught cheating:

First infraction:

1. The student will be disciplined according to the teacher's classroom rules and policies. This could result in the student receiving a "0" on the assignment.
2. The teacher will notify the parents that this occurred.
3. Teacher is to inform administration as soon as possible

Second Infraction:

1. The student will be disciplined in the office. This could include receiving a 0 on the assignment and other discipline up to and including, suspension from school.
2. The teacher is to inform the administration and the teacher and administration will reach out to the parent as soon as possible.
3. Notice will be mailed to parents from the office.

A student shall not engage in academic misconduct to include but not limited to cheating, any action designed to improve grades and scores, plagiarism (from either print or electronic sources), forgery, or possession/transmission of unauthorized information.

Cheating will include but is not limited to: "crib" notes, giving other students answers, changing answers on a paper in class, allowing other students to see your paper, having access to old tests and/or answer keys if not authorized by teacher, talking and/or passing notes during test, plagiarism, using an online or computer translator to complete foreign language homework, or the unauthorized use of Artificial Intelligence. The stealing of tests, answer keys and Teacher Editions will be included in Student Handbook under Unauthorized Use/Possession of Property of Another and will be dealt with according to policy.

Cheating on a test, quiz, or major project is an "Extremely Serious offense". Teachers have no discretion on reporting acts of cheating. They "must" report all acts of cheating (except homework and minor projects) to the administration.

SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal. The final decision will be made by the principal.

SECTION III – STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as: Student Council, Baking Club, Environmental Club, and Century Club. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

LifeWise Academy

A non-school sponsored religious group and it is not affiliated with the school district. All teachings are not a reflection of the district beliefs and opinions. Lifewise Academy is a Released Time Religious Instruction (RTRI) program which provides Bible-based character education to public school students during the school day for grades K-5 - This program takes place off school premises during the day and parent permission is required to attend.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The School encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

All student spectators must keep in mind that all school rules apply to any school-related function, both academic and athletic, be it a home event or an away contest.

SECTION IV – STUDENT CONDUCT

STUDENT ATTENDANCE POLICIES & PROCEDURES

The District recognizes that regular school attendance is essential to academic success and student well-being. The purpose of these attendance procedures is to encourage regular attendance, identify attendance concerns early, partner with families to remove barriers to attendance, and provide appropriate interventions before legal action becomes necessary.

Because good school attendance is a requisite for high academic achievement, it is essential for students and their parents to support Ohio's compulsory attendance laws. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be

required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned. As used in this policy, “parent” includes a parent, guardian, or other individual having legal care of the student.

Absence Reporting & Verification

If a student is absent from school, a parent must report the absence by calling the Elementary Office (Grades K-5) at 937-448-2811 before 9:00 a.m. on the day of the absence.

- **Voicemail:** Messages may be left on the school voicemail before hours. Please state your name, the child’s name, the teacher/grade, and the specific reason for the absence.
- **School Outreach:** If an absence is not reported by 9:00 a.m., the school will attempt to contact the parent to verify the student's safety and whereabouts.
- **5-Day Documentation Window:** If a phone call is not made, the student must bring a written excuse signed by the parent/guardian to the office upon returning. Failure to provide an appropriate excuse within five (5) school days will classify the absence as unexcused.
- **65-Hour Parent Note Limit:** Parents or guardians may excuse a student's absences by telephone call or written note for up to 65 cumulative instructional hours during a school year. Once a student exceeds 65 hours of parent-excused absences, any additional absences must be supported by official documentation (i.e from a licensed healthcare provider) in order to be considered an excused absence. If appropriate documentation is not provided, additional absences will be recorded as unexcused. The District reserves the right to require official documentation prior to the 65 cumulative hour threshold when there is a documented pattern of excessive or questionable absences or as otherwise permitted by Board policy.
- **Chronic Health Conditions:** Students with documented medical conditions causing repeated absences must provide the school office with appropriate medical documentation from a licensed healthcare provider.

Classification of Absences

The Board of Education reserves the right to verify reasons given and to investigate the cause of each single or prolonged absence. All make-up work will be completed within the same number of school days as absences plus one school day.

A. Excused Absences

The Board considers the following factors to be legitimate excuses for time missed at school:

6. Personal illness or injury.
7. Illness in the immediate family necessitating the student's presence.
8. Quarantine of the home.
9. Death of a relative.
10. Work at home due to absence of parents/guardians. Any absence arising from this shall not extend beyond the period for which the parents were absent.
11. Medical or dental appointments (pre-arranged whenever possible).
12. Observation of a religious holiday.
13. Out-of-state travel (up to 24 hours per school year) to participate in a Board-approved enrichment or extra-curricular activity.
14. Court appearances (requires documentation from the clerk of courts).
15. College Visitations:
    a. Seniors are permitted one (1) day to visit colleges before the end of the third grading period. Juniors are permitted one (1) day to visit colleges during the second semester.
    b. *Arrangements must be completed and approved in advance by the counselor and principal to be counted as an excused absence.*

16. Family Vacations: Vacation time must be taken with the immediate family and arranged with the principal at least one week in advance. Students must make all arrangements with teachers in writing prior to leaving. Students have the number of days of the vacation plus one day to complete all make-up work and tests. The loss of instructional time may negatively impact a student's grade. Pre-planned vacation absences count towards the student's cumulative hours of absence and chronic absenteeism calculations under Ohio law.
17. Alternative Learning: Students assigned to guided or remote learning experiences authorized by the Board are considered in attendance provided they regularly report to their assigned staff member and demonstrate satisfactory progress toward course objectives
18. Emergency circumstances or special contexts approved directly by the Superintendent or designee consistent with Board Policy 5200.

Attendance need not always be within the school facilities. A student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

B. Unexcused Absences & Academic Consequences

Any absence that does not meet the legal criteria above, or lacks documentation within 5 days, is unexcused.

5. **Academic Penalty:** Academic credit **cannot** be earned during an unexcused absence. Teachers are under no obligation to provide makeup assignments, alternative assessments, or extension deadlines for unexcused timelines. Any work due or assigned on the day of an unexcused absence will be recorded as a permanent zero.

Attendance Support Tiers & Notifications

In compliance with state law and county guidelines, attendance tracking is calculated strictly in cumulative hours and minutes. The District utilizes a tiered model to proactively address absenteeism:

Tier I: Universal Attendance Supports & Proactive Monitoring

A. **5% Initial Notification:** When a student misses 5% of the school year, a 5% Notification Letter is mailed home to alert parents of accumulating missed instructional time and to outline the upcoming medical documentation threshold.
B. **65-Hour Parent Note Limit:** Parent notes or phone calls may only be used to excuse up to **65 total hours** of absence per school year. Once a student reaches 65 cumulative hours of absence for *any* reason, the District may require an official doctor's statement or other documentation to excuse any further absences.

    Note: If a student has a well-documented past history of poor attendance, building administration reserves the right to require a doctor's note prior to the 65-hour threshold.

Tier II: Intensive Support (10% Chronic Absenteeism)

- **Chronic Absenteeism:** When a student misses **10% of the school year for any reason** (excused or unexcused), they are identified as Chronically Absent for State attendance reporting purposes. When this occurs, building administration will implement intensive interventions, which may include an attendance conference or other evidence-based attendance support.

Tier III: Habitual Truancy

A student is legally classified as "Habitually Truant" if they accumulate any of the following **unexcused** thresholds:

6. **30 or more** consecutive unexcused hours.
7. **42 or more** unexcused hours in one school month.
8. **72 or more** unexcused hours in one school year.

Action Required: The parent and student will be required to participate in an Absence Intervention Team (AIT) meeting to develop a mandatory Absence Intervention Plan (AIP). If a student fails to make satisfactory attendance progress

following implementation of an Absence
Intervention Plan, the District may pursue additional interventions, including filing a complaint with Juvenile Court, when required or permitted under Ohio law.

Tardiness & Appointments During the School Day

- **Tardiness:** A student is tardy if they are not in their seat when school officially begins at 8:10 a.m. Most cases of tardiness (including car trouble and oversleeping) are unexcused. Excused tardies are granted only for the approved reasons listed under "Excused Absences." A parent must physically enter the building to sign the student in when they are tardy.
- **Appointments During the School Day:**
    - A student may be excused from school for an appointment by bringing a doctor's excuse to the office. Absences due to appointments will be judged as excused or unexcused according to the absence policy. Whenever possible, parents should make dental and medical appointments when school is not in session.
    - Any student who is scheduled for an appointment at the beginning of the school day is asked to make prior arrangements with the office/attendance office so the tardy can be excused.
    - Students must not enter or leave the building without signing in at the office/attendance office. In the interest of student safety, school personnel must speak directly to the parent for the student to sign in/out once he/she has arrived on school property unless the appointment has been pre-arranged.
- **Cumulative Calculations:** All time missed from instruction due to tardiness, late arrivals, early departures and appointments is tracked and applies directly to the student's total accumulated absence hours in accordance with Ohio attendance requirements.

CODE OF CONDUCT

1. **Expected Behaviors**
   Each student shall be expected to:
   - Abide by national, state, and local laws as well as the rules of the school and classroom.
   - Respect the rights of others.
   - Act courteously to adults and fellow students.
   - Be prompt to school and attentive in class.
   - Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
   - Complete assigned tasks on time and as directed.
   - Help maintain a school environment that is safe, friendly, and productive.
   - Act at all times in a manner that reflects pride in self, family, and in the school.

2. **Student Dress Code at Bradford Elementary School**

Students are expected to dress appropriately at all times. Our goal is to provide a safe, friendly, comfortable yet businesslike atmosphere for all students. All students are expected to use good judgment in their personal appearance and dress. School dress should be such that it ensures the health, welfare and safety of the students and our school. At no time should dress and grooming be such that it distracts from the teaching and learning process or insults or demeans other people.
With the above statements in mind, the following rules apply:

- All shirts must have sleeves/straps that are at least 3 staff members fingertips wide– no crop tops, halter-tops, tube-tops, cut-off T-shirts and items that expose any area of the midriff or undergarments.
- Immodest dress resulting in over exhibitionism will not be permitted, including clothing that shows undergarments. Example—extremely tight fitting or abbreviated clothing and all types of see-through materials.
- No hats or hoods are allowed.
- No shirts, tops, and or T-shirts that expose any skin in the torso / body area. No skin of the torso area should be exposed when arms are raised, when the wearer is seated, and/or when the wearer bends or stretches.
- Sunglasses are not permitted in the building except upon a doctor's prescription.
- Shoes must be worn at all times. We strongly discourage wearing flip-flops, thongs, or shower shoes to school due to safety concerns. Shoes that do not stay securely on the foot are a hazard moving in the hallways and do not provide protection in lab classes. Students may be required to wear appropriate shoes in lab classes for their safety.
- No house-slipper type footwear is allowed.
- No pajama-type bottoms or pants are allowed.
- No clothing with satanic messages or symbols is allowed.
- No clothing which states, suggests or promotes the use of alcohol, tobacco, drugs, illegal substances, sexual innuendos, gangs, ethnic slurs or remarks, obscene or profane words or that promotes school violence is allowed.
- No chains are to be worn.
- Pants are to be worn at the waist. No drooping of pants. Pants that show any undergarments are not allowed. Excessively ragged or holey pants are not permitted. Holes in pants must be located at or below the knee. Example – drooping pants worn under long shirts are not allowed.
- If a shirt would be raised to normal waist height, underwear should not be seen.
- Shorts are permitted if they are not distracting by being overly tight or revealing. Too small athletic shorts or biking (Spandex) shorts, or cut-offs (unhemmed) are not permitted.
- All shorts and skirts that are worn must be of the length that they extend below the thumb of the wearer's arms when the arms are pointed directly to the ground along the sides of the body.
- Clothing styles change often and it should be understood that the dress code may be modified at any time to cover examples that may be deemed inappropriate for the school environment and that such decisions are at the discretion of the school administration. The administration reserves the right to determine if a violation of the dress code has occurred.
- Variations from the dress code may be approved by the administration for special occasions.

Students who are representing the school at an official function, field trip, or public event may be required to follow specific dress requirements. Usually this applies to athletic teams, cheerleaders, bands, and other such groups.

The Student Dress Code and Student Code of Conduct apply to all students in attendance at any school event or function whether that event or function is a "Home" or "Away" contest.

Infractions could lead to disciplinary actions.

3. **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

ZERO TOLERANCE

No form of violent, disruptive or inappropriate behavior, including excessive truancy.

STUDENT DISCIPLINE CODE

(Ohio Revised Code 3313.66)
A goal of the Bradford Exempted Village Schools is to maintain a disciplined, drug-free and safe school climate. This code of conduct is the established set of rules and regulations for Bradford Elementary and Junior-Senior High School. The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action and is included in the Code of Conduct.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at school, school related events or functions, and or related to the school will be reported to law enforcement officials. The school Code of Conduct will apply and certain criminal acts may result in permanent exclusion from school.

1. Use of drugs and/or alcohol
A student will not possess, use, transmit or conceal, or be under the influence of, any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter medication such as excessive doses of cold medications, stimulants or depressants, anabolic steroids or drug related paraphernalia on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event – whether that event is a home or away event.

If a principal has a reasonable individualized suspicion, s/he may request the student in question to submit to a search of his/ her belongings and locker and any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol use un-refuted thus leading to disciplinary action. The student will then be given a second and final opportunity to take the test.

2. Use of tobacco
The use of tobacco products is a danger to a student's health and to the health of others. The school prohibits the possession, consumption, purchase or attempt to purchase, and/or use tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event – whether that event is a home or away event. Tobacco products include, but are not limited to lighters, matches, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited. The possession of or use of any electronic cigarettes or vaping devices (including JUULs) and materials are also prohibited.

3. Use and/or possession of a firearm
Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event – whether that event is a home or away event will result in a mandatory one (1) year expulsion under Ohio law.

Firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the federal Gun-Free Schools Act of 1994).

4. Use and/or possession of a weapon

A weapon is any device which may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, bullets, shotgun shells, knives, knife-type instruments, razors, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event – whether that event is a home or away event may subject a student to expulsion and possible permanent exclusion. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle.

5. Use of an object as a weapon
Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on.

6. Knowledge of dangerous weapons or threats of violence
Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

7. Purposely setting a fire
Anything, such as fire, that endangers school property and its occupants will not be tolerated. Setting off fire alarms or sprinkler systems will not be tolerated and disciplinary action will result. Arson is a felony.

8. Physically assaulting a staff member/student/ or other district personnel
Physical assault of a staff member, student, or other person associated with the District, which may or may not cause injury, will not be tolerated. Assault of a staff member or students may result in charges being filed and subject the student to disciplinary action including expulsion.

9. Fighting
This shall include inciting and/or encouraging others to fight. A student shall not behave in such a way as could cause physical injury to other members of the school community. If self defense in fighting can be clearly determined, then the degree of punishment to the student who is acting in self defense shall be taken into consideration. Immediate disciplinary action will be taken.

10. Verbally threatening a staff member/student/or other district personnel
Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as well as profanity directed toward a staff member in a threatening tone.

11. Misconduct against a school official or employee or the property of such a person, regardless of where it occurs. Examples of misconduct include but are not limited to harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

12. Misconduct off school grounds
Misconduct by a student that occurs off of school property but is connected to activities, incidents, and or individuals that are connected with the District will not be tolerated and disciplinary action may result.
Misconduct is defined as any violation of the Student Discipline Code.

13. Extortion
Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

14. Gambling
Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

15. Falsification of school work, identification, forgery
Forgery of any kind is not permitted. Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable and may result in disciplinary action. Plagiarism and cheating are also forms of falsification and may

subject the student to academic penalties as well as disciplinary action. Using an online or computer translator to complete foreign language homework is another example of falsification.

16. False alarms and false reports
A false emergency alarm or report endangers the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law. Setting off any alarm or system in the District or calling the school or any individual associated with the school to report a false alarm or bomb threat is strictly forbidden and will result in the notification of law enforcement officials in addition to disciplinary action including possible expulsion.

17. Explosives
Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

18. Trespassing
Although schools are public facilities, the law does allow the District to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property or to attend any school related event without the prior authorization of the principal.

19. Theft
When a student is caught stealing**,** s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school without prior authorization from the building Principal. **The school is not responsible for personal property.**

20. Insubordination and/or Disobedience or Lack of Cooperation
By refusing to comply with reasonable directions of school personnel, students will face disciplinary action. Disrespect shown to any school personnel or disobedience will subject violators to discipline for insubordination. Students are subject to the authority of all adult school staff, including – but not limited to - elementary personnel, custodians, bus drivers, cafeteria personnel, aides, and substitute teachers.

21. Damaging property
Vandalism and disregard for school property will not be tolerated.

22. Persistent absence or tardiness
Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Penalties can range from detention, in-school discipline, alternative school assignment, denial of student parking privileges, and or a referral to court and/or revocation of the student's driver's license.

23. Leaving school building, property, or assigned area Students who leave a designated area prior to specified dismissal time without official permission such as a classroom, assembly, lunch, etc will be subject to disciplinary action.

24. Being present in restricted areas (including but not limited to: locker rooms when not changing for a Phys. Ed. Class, any maintenance closet, the elementary hall or restrooms, teacher's desks or closets, the office workrooms.) Students are expected to leave the building and grounds at the end of the school. Unless a student is in a supervised after school activity, he/she should not be in the building after 3:00 pm. Loitering on the grounds or wandering the halls after school hours may result in disciplinary action.

25. Use of Profane, Indecent, Inappropriate, or Obscene Language
This includes either written or verbal. It shall also include, but not be limited to, the use of obscene gestures, pictures, writing or messages on clothing or signs. This also includes "sound like" words.

26. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

27. **Violations of the Computer/Technology Acceptable Use Policy**
See Policy listed below.

28. Flagrant Violations or Repeated Offenses
This is for any of the school rules or accepted standards of school behavior.

29. Commission of an immoral act.
This includes any behavior to be rude and inappropriate.

30. Horseplay or behaving in an unsafe manner in halls, classrooms, or gym.

31. Disrespect to any school staff member such as inappropriate language, gestures, written notes, or mocking the staff member.

32. Refusing to accept discipline
When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action. This includes failure to accept discipline by missing detentions or other assigned disciplinary actions and not working constructively during detentions, Extended Detention or In School Suspensions.

33. Aiding or abetting violation of school rules
If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

34. Public Display of Affection
Affection between students is personal and not meant for public display. This includes touching, petting, kissing, or any other contact that may be considered sexual in nature. Students who engage in unacceptable public displays of affection in the school or on school property are subject to intervention by staff and, if necessary, disciplinary action. Disciplinary action may include but not be limited to: a record of the incident will be documented, warning to the students, a letter sent home, detentions, Extended Detentions, or In School Suspensions.

35. Use or possession of electronic equipment
Most electronic equipment necessary in school is supplied by the school. Students are NOT allowed to ***use or possess*** any electronic device in their pocket, purse, book bag, etc during the school day. If these items are brought to school, they are to remain out of sight until school is released for the day. Such devices include, but are not limited to radios, "boom-boxes", portable TV's, electronic toys, pagers, cellular telephones, palm-pilots, blackberry devices, I-pods/MP3 players, CD players, head-sets, beepers or other paging devices.

Cell Phones
Elementary students are discouraged from bringing a cell phone from school. If they do so, the cell phone must remain in their book bag until dismissal. If the student removes their cell phone from their book bag, these are the following consequences:

1st offense - phone will be taken until the end of the day.
2nd - 3rd offense - phone will be taken until the end of the day and an after school detention issued and parent must pick up phone from office
4th offense - phone being taken and an extended school issued and parent must pick up phone from office

5th offense - phone will be taken and an ISS will be issued and parent must pick up phone from office

Students will not be allowed to have cell phones on during detention, extended detentions, or ISS.

Further violations of the cell phone policy will be dealt with by issuing Out of School Suspensions. This disciplinary action can and will also apply to students who allow other students to use their phone. **Failure to turn over a cell phone to school employees when requested is insubordination, and will result in a more severe penalty including extended detention or suspension.**
Any student that video tapes other students or staff while in the building without the knowledge or permission of those individuals will be subject to disciplinary actions.

TEXTING – Text messages sent to other people during school hours is prohibited, and will result in disciplinary action. Text messages sent to students which contain inappropriate content or threatening comments could also result in disciplinary action.

SEXTING – The sending of inappropriate pictures (exposed body parts, pornography, etc) taken with camera phones or downloaded off the internet is prohibited. A student will face disciplinary action from the school for taking these types of pictures, obtaining these pictures, or distributing these pictures on school property, during school hours, or while participating in a school activity that is either home or away. The student(s) involved will also be referred to the Sheriff's Department.

36. Violation of individual school/classroom rules
Each learning environment has different rules for students. Individual classroom rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules for each class, all of which will be consistent with the policy of the school.

37. No food or beverages
No liquids are to be carried from class to class, or consumed in class other than water. No food / beverage of any kind are permitted to be carried out of the auditeria after lunch. Other than a student's designated lunch time, a student should not try to purchase food from the cafeteria during other periods. This also includes gum.

38. Violation of bus rules
Please refer to Section V on transportation for bus rules.

39. Disruption of the educational process
Any actions or manner of dress that interfere with school activities or disrupt the educational process are unacceptable. Such disruptions include**,** but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

40. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.

41. Indecent Exposure
This includes exposing the female chest, going into the restroom or locker room of the opposite sex, urinating other than in restrooms, exposing buttocks or "mooning". This applies at all school activities, on school bus, or during the school day. Pulling on other students' clothes resulting in exposing under garments is inappropriate and can result in a suspension depending on the circumstances (i.e., done to opposite sex, in presence of opposite sex).

42. Hazing
Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. This ban on hazing is a "twelve month" ban, meaning events that occur during typically non-school times (summer trips, camps, events) are included.

43. Violent Conduct
Committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property and the act would be a criminal offense if committed by an adult and results in serious physical harm to person(s) may result in expulsion for a period of up to one (1) school year and charges filed.

44. Bomb Threats
Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.

45. Harassment/Intimidation/Bullying
Harassment, intimidation, or bullying behavior by any student in the Bradford Exempted Village School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

a. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Sexual Harassment
Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other person associated with the District, or third parties (visiting speaker, athletic team member, volunteer, parent, etc.).
Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow student, staff member, or other person associated with the District, or third parties.
Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity, with or by a fellow student, staff member, or other person associated with the District, or third parties.

Gender/Ethnic/Religious/Disability/Height/Weight Harassment
Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward or by a fellow student, staff member, or other person associated with the District, or third parties. This includes "sound-like" words. Conducting a "campaign of silence" toward or by a fellow student, staff member, or other person associated with the District, or third parties by refusing to have any form of social interaction with the person.
Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward or by a fellow student, staff member, or other person associated with the District, or third parties.
Physical: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow student, staff member, or other person associated with the District, or third parties.

Reporting Harassment
Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District, or by third parties should contact a staff member, guidance counselor, or the principal immediately.

The student may make contact either by a written report, telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If an investigation reveals that any harassment complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to the proper authorities.

Under no circumstances will the school tolerate threats or retaliation against anyone who raises or files a harassment complaint.

Title IX Information

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The following staff members are in charge of investigating any Title IX complaints:

Title IX Coordinator - Chris Hunter

Investigators - Bob Daugherty and Ryan Schlater

Decision maker(s) - Chris Barr and Joe Hurst (appeals)

CHEMICAL ABUSE POLICY

The Bradford Schools recognize that use by students of mood altering chemicals represents inappropriate behavior that interferes with the learning process and may indicate a chemical dependency. It is, therefore, the policy of the Bradford Schools to intervene with students whenever behavior is observed which suggests chemical use. Chemical abuse by students is a cultural phenomenon that can best be addressed by cooperative efforts of the Bradford Schools, parents/guardians, and the entire community. The Bradford Schools will assist in identifying chemical abuse, will help in referring the student/family for professional assistance, and will assist by supporting those students who are recovering.

The Bradford Schools recognize that student chemical abuse is often accompanied by inappropriate behavior that may violate discipline policies. In all cases, discipline policies will be enforced and violations of law reported.

A summary of the consequences for violations of this policy follows:

A. First Offense
    1. 10 day suspension with the possibility of expulsion
    2 These penalties will be reduced if the student/family agrees to have a professional evaluation and follow the recommendations given.

B. Second Offense
    1. 10 day suspension and recommendation to Superintendent for expulsion

C. Third Offense
    1. 10 day suspension and recommendation to Superintendent for expulsion
    2. The Superintendent will initiate an expulsion hearing.

Sale or Distribution of Controlled Substances

A. The principal will contact the parents or legal guardian of the student.
B. The principal must notify the local police department, and submit all evidence and other pertinent information.
C. The principal will recommend to the superintendent that the student be expelled.

Being under the influence of Alcoholic Beverages or Mind Altering Substances.

Under no circumstances are students to consume any alcohol or drugs before coming to school or any school activity. Possession (including in your vehicle or locker), use, consumption, sale, offer, or transfer of alcoholic beverages, drugs, look-alike drugs or paraphernalia on school property(this includes parking lot and school buses) during the school day, (including lunch) AT SCHOOL ACTIVITIES, or during non-school hours is forbidden. This is regardless of the amount involved. A student found to show signs of consumption of alcohol or drugs during school may be suspended for 10 days and recommended for expulsion.

This will also be true for students involved in distributing/selling drugs.
Students in school or at school activities who give cause for suspicion or showing signs of consumption of alcohol may be asked to take a breathalyzer test. Refusal to take the test will result in the normal punishment for consumption of alcohol.

Showing signs of consumption is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, memory loss, abusive language, or any other behavior not normal for the particular pupil.
Counterfeit (look-alike) drugs, steroids, and possession (including having in your locker) of drug paraphernalia (i.e., roaches, pipes, rolling papers, lighters etc.) are subject to the same regulations and penalties as stated above.

HAZING POLICY

(1) A student shall not engage in any act which frightens, harasses, degrades, disgraces, or tends to frighten, degrade or disgrace, any person by written, verbal, or gesture means during any period of time when the student is properly under the authority of school personnel.
(2) No student shall engage in any form of sexual harassment which consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student when such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating hostile educational environment.

(3) The provisions in items one and two above also apply to student conduct towards staff members and their families on and off school grounds.

COMPUTER NETWORK ACCEPTABLE USE POLICY

(1) A student shall not use or modify any computer technology (hardware, software, peripherals, connections etc.) provided by the school without authorization from school authorities.
(2) No student shall install, copy, delete, transmit, upload/download or modify in any way files or violate copyright laws or use any software outside the rights granted to him/her. No student shall have in possession or use destructive/ invasive programs e.g. games, pictures, music, and videos. (3) No student shall use computer technology in ways that violate the law or violate the rights of others: e.g.
1. Viewing, copying, transmitting or deleting files.
2. Engaging in harassing, threatening, or degrading behavior.
3. Viewing pornographic, sexist, hatred or racist material.
4. Using others' login/password.

(4) No student shall attempt to access any portion of the school's computer networks outside the regular connections, or from any unauthorized external or internal means.
(5) Bradford Schools shall provide appropriate computer technology for student use and to deliver the curriculum of the school. Students are not permitted to use/possess their own personal computer hardware, software or peripherals on school grounds or at school sponsored events without prior approval from the administration or technology coordinator. No student shall have the expectation of privacy for computer files, hardware, software, peripherals, etc.
(6) Students shall have on file a signed Acceptable Use Policy and adhere to the provisions set forth by the policy. A copy of the Form is available on the school website.

DISCIPLINE

Two (2) types of discipline are possible, informal and formal.

1. **INFORMAL DISCIPLINE** takes place within the school. It includes change of seating or location; teacher detention, After-School Office Detention; In-School Discipline; and Extended Detention..

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Detentions: A student may be detained after school or asked to come to school early by a teacher or administrator, after giving the student and his / her parents one day's notice. After school detentions assigned by teachers will be served with the teacher that assigns the detention. The length of time will be determined by the teacher, but no longer than 30 minutes. Detentions assigned by the administration will be served from 3:10 to 3:55 PM on Tuesday and Thursday ***(**administration reserves the right to alter these days based on availability of supervision)***. The student or his / her parents are responsible for transportation after serving detentions. While in detention, students may be required to complete assignments. Failure to properly complete such assignments may result in extra detention time and or further disciplinary action.

In-School Discipline: Extended Detention will be in session for a three-hour period. Assigned students will attend a continuous three (3) hour period during which time they will be permitted one break. Each student shall arrive with sufficient educational materials to be busy during this 3 hour study period.

A student missing any portion of his / her time for after School Detention, Extended Detention and may be given additional time to serve or further discipline. Failure to serve In-School Discipline assignment(s) may lead to suspension from school for a period not to exceed 3 days for the first offense. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to In-School Discipline:

- Students are required to have class assignments and all needed materials.
- Students are not to communicate with each other unless given special permission to do so.

- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to close their eyes, put their heads down or sleep.
- No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.

In-School-Suspension/In School Restrictions: In-School-Suspension allows for students to receive credit for all work assigned that is completed in a timely and satisfactory manner. Students are required to bring all needed materials to In-School-Suspension. Students must obey all In-School-Suspension rules. Failure to comply with all In-School-Suspension rules or to satisfactorily complete any assignment while in In-School-Suspension may result in further time in In-School-Suspension and or additional disciplinary action.

Transportation to and from Teacher Detention, After School Office Detention, and/or Extended Detention shall be the responsibility of the student/parent.

2. **FORMAL DISCIPLINE** removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, tobacco use, or harassment.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system.

DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

1. Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal [or assistant principal or other administrator] will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, by phone contact if at all possible, and in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within ten (10) days after receipt of the suspension notice, to the Superintendent of Schools. The request for an appeal must be in writing.

During the appeal process the student **shall not** be allowed to remain in school.

If the appeal is heard by the Superintendent or the Board designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

2. Expulsion from School
When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the student and the parents. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately. A formal hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the formal hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion.

The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will receive written notice within one (1) school day of the imposed expulsion.

Within ten (10) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. The appeal will also be formal in nature with sworn testimony. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

3. Permanent Exclusion
When a student, sixteen (16) years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:
- Conveying deadly weapons onto school property or to a school function;
- Possessing deadly weapons onto school property or at a school function;
- Carrying a concealed weapon onto school property or at a school function;
- Trafficking in drugs onto school property or at a school function;
- Murder, aggravated murder on school property or at a school function;
- Voluntary or involuntary manslaughter on school grounds or at a school function;
- Assault or aggravated assault on school property or at a school function;
- Rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- Complicity in any of the above offenses, regardless of the location.

This process is formal and will usually follow an expulsion with the proper notification to the parents.

4. Discipline of Students with Disabilities
Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

5. Suspension of Bus Riding/Transportation Privileges
When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal [or assistant principal or other administrator] will make a decision whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, lockers, purses, knapsacks, gym bags, cell phones, PDAs etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. Schools are given expanded powers under the doctrine known as in loco parentis, which means that the school has the right to act in place of the parent. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District, and random searches of the lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted. **[Note: Signs accurately reflecting this policy MUST be placed in a conspicuous area by the lockers.]**

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law and may be taken**,** held or turned over to the police. The school reserves the right not to return items which have been confiscated.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

Material cannot be displayed if it:

- Is obscene, libelous, indecent or vulgar,
- Advertises a product or service not permitted to minors by law,
- Intends to be insulting or harassing,
- Intends to incite fighting or presents a likelihood of disrupting school or a school event.

Material may not be displayed or distributed during class periods, or between classes.

Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present ing principal twenty-four (24) hours prior to display.

SECTION V – TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Students will ride only assigned buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change**,** and the principal approves.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Prior to loading (on the road and at school), each student shall:
- Be on time at the designated loading zone;
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is stopped before moving forward to enter;
- Don't cross a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not board the bus. The bus will not wait.

During the trip, each student shall:
- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat or play games, cards, etc.;
- Not tamper with the bus or any of its equipment.

Exiting the bus, each student shall:
- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

PROCEDURES FOR BUS STUDENTS TAKING GUESTS TO THEIR HOME

a) Only one friend is allowed to ride the bus on any one day.
b) The friend must have written parental permission. The note must be turned into the office in the morning for approval.
c) The bus student's parent/guardian who is asking the friend must write a note and send it to the office via the student that morning for approval.
d) If a bus is at student-rider capacity, no guest requests will be approved.

Playground and Recess Rules

The teacher on duty is responsible for the supervision of students in the recess areas. All students are expected to respect and obey the teacher on duty. Teachers should help students organize games and see that the students abide by the following regulations:

General Rules

1. When whistle blows or teacher calls, line up quickly and quietly
2. To enter the building, permission must be granted by the playground teacher
3. Coats worn outside are not to be placed on the ground.
4. Keep hands and feet to yourself . . . no play fighting

5. Soft playground balls and footballs only can be used
6. Throwing of snowball and sliding on the ice is not permitted
7. Touch football is to be played in an area specified by the teacher on duty
8. No student is to leave the playground boundaries. The only exception is if the teacher gives the student permission to retrieve something. (Any abuse of these rules could result in the suspension of a specific activity. Example: touch football)

Outdoor recess is held as per recommendation of the National Weather Service. Students are expected to dress appropriately for recess (coats, hats, gloves, boots if needed). Indoor recess is held during inclement weather.

It is expected that all students will go outside with their class. Students will be permitted to stay inside for a few days only if they have been ill and bring a written parent request to stay inside. Any extended requests must be accompanied by a doctor's excuse. Students not permitted to go outside may be requested to sit in the office.

One-to-One Chromebook Policy & Procedures

RECEIVING YOUR CHROMEBOOK
Chromebooks will be distributed during the school year. Students along with their parents will sign and return the Chromebook Acceptable Usage plan before the device is issued. Chromebooks will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will return their original Chromebook each year.

TAKING CARE OF YOUR CHROMEBOOK
Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be taken to the technology coordinator's office immediately.

General Precautions
- Food and beverages can damage your Chromebook. Students will be responsible for damages caused by food and beverage spills.
- Cords, cables, and removable devices should be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open, unless directed to do so.
- Chromebooks and cases should remain free of any writing, drawing, stickers, or labels that are not the property of Bradford Schools.
- Chromebooks should never be left in a vehicle or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.

Screen Care
The Chromebook screens can be damaged if subjected to rough treatment and are sensitive to excessive pressure.
- Do not lean on the top of the Chromebook when it is closed.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners.

USING YOUR CHROMEBOOK AT SCHOOL
Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to all classes, unless advised otherwise by staff.

CHROMEBOOK UNDERGOING REPAIR
Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the technology coordinator. Students are responsible for the care of the loaner while in their possession and are subject to the same policy and procedure agreement signed for the original unit. Loaner Chromebooks are for use in the school only.

CHARGING YOUR CHROMEBOOK'S BATTERY

Chromebooks should be brought to school each day in a fully charged condition. Students can charge their Chromebooks each evening. In cases where use of the Chromebook has caused batteries to become discharged, students may not be able to connect their devices to a power outlet in class.

MANAGING YOUR FILES & SAVING YOUR WORK

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

SOFTWARE ON CHROMEBOOKS

The software originally installed by Bradford Schools should remain on the Chromebook in usable condition and be easily accessible at all times. If technological difficulties occur or illegal software is discovered, the hard drive will then be reformatted. The school does not accept responsibility for the loss of any data or software deleted due to a reformat or re-image.

ACCEPTABLE USE GUIDELINES

General Guidelines

- Students are responsible for their ethical and educational use of the technology resources.
- Access to the Bradford Exempted Village School District technology resources is a privilege and not a right. Each student and parent will be required to follow the district's policies.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, computer configuration, or the files of another user, without the consent of the school administration, will be considered an act of vandalism and subject to disciplinary action in accordance with the Bradford Exempted Village School District Code of Conduct.
- Teachers have a right to manage and/or restrict student use of the Chromebook, software, and internet.
- Students are required to keep the issued case on the Chromebook at all times.

Privacy and Safety

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, address, social security number, or passwords to others.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher or principal immediately so the site can be blocked from further access.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of Bradford Schools Academic Policies and Procedures. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet.
- Use or possession of hacking software is strictly prohibited and violators will face disciplinary action.

Email

- Google Apps for Education is the only email approved for school use.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Students should maintain high integrity with regard to email content.
- No email use during class without permission.
- Bradford EVSD email is subject to inspection by the school.

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

Prohibited technology resources activities include, but are not limited to, the following:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using email, games, and other technology resources during inappropriate time without permission.
- Downloading or transmitting game, music, or video files using the school network.
- Vandalizing, damaging, or disabling technology property of the school.
- Accessing another individual's materials, information, or files without permission.
- Using the network or internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other accessing information.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove, or install hardware components reserved for authorized technicians.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass email messages, games, or other services that generate several messages can slow the system and waste other users' time and access.
- Intentionally wasting school resources.
- Bypassing or attempting to circumvent security protocols (firewalls, proxy servers, etc.).
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Using tools or techniques to circumvent or bypass current security configurations (hacking).

Consequences May Include:

- Suspension of Chromebook privileges.
- Suspension with possible long term suspension or recommended expulsion from school.
- Possible referral to law enforcement authorities.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Contents of email and network communications are governed by the Ohio Open Records Act; proper authorities will be given access to their content.

PROTECTING YOUR CHROMEBOOK

Awareness is the best protection for any electronic device. Keeping an eye on your device or knowing where it is at all times is the best practice to avoid issues. To protect against mechanical issues, use the Chromebook in a practical setting and avoid moving it around while it's running.

CHROMEBOOK IDENTIFICATION

Student Chromebooks will be labeled in the manner specified by the school. Students will not remove Bradford EVSD property stickers, product key, or serial number sticker. If stickers have or appeared to be falling off, student should take the Chromebook and sticker to the technology coordinator immediately.

CHROMEBOOKS LEFT IN UNSUPERVISED AREAS

Under no circumstances should Chromebooks be left in unsupervised areas. Any device left unsupervised is in danger of being stolen. Unsupervised Chromebooks will be confiscated by staff and taken to the principal's office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

INTENTIONAL OR NEGLIGENT DAMAGE (NOT COVERED UNDER THE DISTRICT CHROMEBOOK SERVICE AGREEMENT)

Students are expected to keep the Chromebook in good condition. Failure to do so will result in fines depending upon the Chromebook condition. The following are the exclusions (considered negligence) that are not covered by the District Chromebook Service Agreement. Students will be responsible for the full cost of repair or replacement:

1. Liquid/beverage spills on the Chromebook, i.e. eating or drinking near a Chromebook is not accidental and will not be covered by non-negligent repairs.
2. Excessive scratches/wear to the Chromebook exterior caused by failure to regularly use the protective case as required.
3. Damage caused by repairs made by an unauthorized source. District Chromebooks should only be brought for repair to Bradford Schools Technology Department.
4. Deliberate damage, neglect or abuse caused by you or others you allow to use your Chromebook. This includes intentionally marking, defacing and/or abusing the Chromebook. Also damage caused by tampering with hardware components to alter district configurations.
5. Leaving the Chromebook unattended or failing to secure it per school recommendations.
6. Leaving the Chromebook in an unlocked car, locker, or on the bus.
7. Mysterious disappearance of the Chromebook - meaning the Chromebook user has no knowledge as to the place, time, or manner of the loss.
8. Administration reserves the right to determine additional necessary infractions

SCHOOL DISTRICT PROTECTION

In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report SHOULD be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report should be provided to the principal's office.

The district will work with the Miami/Darke County Sheriff's Department to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

TECHNOLOGY FEE

If the Chromebook damage is beyond repair and needs to be replaced, we will evaluate replacement options on a case by case basis. Students may be responsible for full replacement costs.

CHROMEBOOK TECHNICAL SUPPORT

The technology coordinator will arrange the repair work for Chromebooks.

Services provided include the following:	**Repair service provided:**
Distribution of loaner Chromebooks;	Screen replacement - repair fee
Password identification;	Hard drive replacement - repair fee
User account support;	Motherboard replacement - repair fee
Operating system support;	Full keyboard replacement - repair fee
Software configuration support;	Shell repair or replacement - depends on severity repair fee
Re-imaging hard drives;	Key replacement - repair fee
Updates and software installations;	Chargers $25
Coordination of warranty repair	Cases $25

Procedure to open a service request with the Bradford Schools Technology Department

1. All service requests must be made to the Bradford Schools Technology Department through appropriate paperwork being filed.
2. If a student experiences an issue with their Chromebook while in class, they will notify the teacher of the issue.
3. If a student has an issue with his/her Chromebook while at home, the student must fill out the necessary form and submit it the following school day to the technology office.
4. If the Bradford Schools Technology Department does not have an immediate resolution, and the unit is inoperable, the student will be issued a loaner Chromebook upon availability to use during the school day until the problem with their Chromebook has been resolved. Students will not be allowed to bring loaner devices home.
5. Students will be notified when their issue has been resolved.

Service and repairs will be documented and reviewed to ensure the proper use and/or maintenance of the Chromebooks. Excessive requests for service/repair are subject to review by the school administration. A student with two or more major repairs in one year will lose the right to bring their Chromebook home.

CHILDREN'S INTERNET PROTECTION ACT (CIPA)
The Children's Internet Protection Act was put in place to help control and limit access to unacceptable, vulgar, illegal, and offensive content in public places like schools and libraries.

FILTERING
Bradford Exempted Village School District runs filters on all internet connections to help prevent access to pornographic, obscene, and any other content that may be harmful to minors. Bradford Exempted Village School District staff will be present to supervise students. The filtering content is updated on a constant basis so that harmful content is being blocked.

ACCESS BY MINORS TO HARMFUL CONTENT
Since filters are not perfect, staff is instructed to supervise the devices the students are using to assure no harmful content is accessed. In the case harmful content is accidentally accessed, students are to immediately report the incident to the staff member that is in the presence of the computer, and the staff member is to report the harmful content to the network administrator or technology coordinator so that the content can be manually blocked. If a minor purposefully tries accessing or gets access to harmful content, that minor's privileges can be taken away for computer and internet access. Other consequences will be determined by the administrator for the violation. The harmful content will then be manually blocked if the filter missed it.

UNAUTHORIZED ACCESS
Using tools and/or techniques to circumvent or bypass current security configurations ("hacking") will be considered a violation of this policy and will be subject to disciplinary procedures as outlined. Hacking tools are explicitly prohibited. Any unlawful activities are strictly prohibited and the offender will be prosecuted in accordance with state law.

UNAUTHORIZED DISCLOSURE
Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited. Staff should take all precautions necessary to insure students' identification safety.

ENFORCEMENT
Violations of the policy will be handled consistent with Bradford Exempted Village School District disciplinary procedures applicable to the relevant person or persons. Student violations may be subject to warnings, suspend, blocked, or restricted access to network resources, detention, and suspension of school activities and/or suspended from school.

Violations of state and federal laws will result in legal prosecution. Examples of these laws include but are not limited to: Cyber Laws, Federal Communities Laws, Federal Wiretap Laws, Homeland Security Act, National Information Infrastructure Protection Act of 1996, Computer Fraud and Abuse Act, Electronic Communications Privacy Act, Children's Online Privacy Protection Act, and Digital Millennium Copyright Act.

Chromebook Frequently Asked Questions

What if I already have my own Chromebook or another model?
You will be required to use the school district issued Chromebook for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your

courses. For these reasons, other Chromebooks will not be used on the Bradford Exempted Village School District network at school.

Can I have my Chromebook in the summer?
No. All Chromebooks will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their Chromebooks again at the beginning of the school year to ensure that everyone receives complete information about the device and a copy of Bradford School District's policy.

Does Bradford Schools provide maintenance on my Chromebook?
Yes. The technology coordinator will coordinate maintenance for students. However, maintenance records will be kept and repeated requests will be reviewed to avoid owner abuse/misuse of a Chromebook.

What will happen if my Chromebook is being repaired or while I am replacing it if it is lost or stolen?
Bradford Schools will stock a limited number of Chromebooks that can be loaned out. If you are in possession of a loaner, treat it as if it were your own Chromebook. You will be responsible for any damage to the loaner unit or for its loss.

Do I need a printer?
No. Teachers will ensure appropriate printing as needed.

What if I want to run another operating system on my Chromebook?
Only the operating system chosen by the Bradford Exempted Village School District will be authorized to run on a student issued Chromebook.

What has the school done to help prevent students from going to inappropriate sites?
Bradford Schools has software which is designed to help monitor Internet usage and all websites that are accessed at school only. This software blocks inappropriate sites and also logs a history of every site that each user accesses. If a site gets by the filter, Bradford Schools can immediately add it to the filter to be blocked. Parents are responsible for monitoring students away from school.

Are student Chromebooks subject to school "snooping"; what if they bring their Chromebook in for repairs and "objectionable data" is found?
Inappropriate material on Chromebooks should be reported to the classroom teacher, principal, or technology coordinator immediately upon identification. Students, who have "objectionable data" on their Chromebooks, but have failed or chosen not to report it, will be referred to the principal's office for disciplinary actions. Chromebooks are school property and are susceptible to searches by administration and staff at any time.

If the accessories to my Chromebook are lost, broken or stolen, how much will it cost to replace them?
In the event that Chromebook accessories are stolen, you should report the lost items to the technology coordinator or principal's office. Replacement power chargers cost $25.

Adopted by the Bradford Exempted Village School District Board of Education: July 9, 2026