

# LITTLE MIAMI MIDDLE SCHOOL "HOME OF THE PANTHERS"

www.littlemiamischools.com

## STUDENT HANDBOOK 2024/25

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513-899-3408

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**\*This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the district's website. While every effort is made to ensure the accuracy of the information provided, the school reserves the right to make changes at any point in time without prior notice. Copies of current Board policies and administrative guidelines are available on the district's website**

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# STUDENT/PARENT AGENDA HANDBOOK 2024/25

## WELCOME

### MESSAGE FROM THE PRINCIPAL

I welcome each student and family to Little Miami Middle School. I am looking forward to an exciting and enjoyable 2024/25 school year. An excellent school is a place where students are challenged academically in a nurturing and supportive environment. You will be expected to give your full cooperation, and interest and enthusiasm in the classroom and in your extracurricular activities. Your active and positive participation in clubs, organizations, and other special events will greatly improve your Middle school experience. The faculty, staff, and administration will work together to provide a safe, productive learning environment.

We have high expectations of you and our philosophy is that school is a workplace for students. We expect you to be proud of your school, to be respectful of the staff and your fellow classmates, and to represent your school with class and dignity. Most of all, we expect you to learn the necessary skills needed for you to be successful in your future. Throughout this school year we encourage you to develop positive life skills for the future. As a new student in a new school environment, you may find things unfamiliar and difficult at first; but with everyone's help and your positive attitude, you will soon adjust to the new rules and the new setting.

This Student/Parent Handbook has been prepared for your information to help you become accustomed to the spirits, ideals, and objectives of Little Miami Middle School. The entire middle school is dedicated to the purpose of developing minds and building skills for the present and future lives of our students. With this in mind, it is necessary to have clearly defined rules and regulations to ensure each individual has the opportunity to benefit from our programs. The policies, regulations, and rules in this handbook are designed and adopted to help students develop positive work habits. Please read it carefully and ask questions regarding information that is unclear.

As you go through life, you will always be preparing for the future while remembering the past. We hope that you find Little Miami Middle School as a time filled with fun, yet challenging experiences. As building principal, the door will be open to any student. Please don't hesitate to talk with me regarding questions or concerns you may have.

Have a successful year!

**DISCRIMINATION PROHIBITED** – No person in the Little Miami Local School District, shall, on the ground of race, color, creed, age, sex, national origin, disability, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity, all as in accordance with and as limited by the provisions of applicable law. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator: Pam Coates  
5819 Morrow-Rossburg Road  
Morrow, OH 45152  
513-899-2264

Homeless Local Liaison: Marla Timmerman (mtimmerman@lmsdoh.org) 513-899-2264  
Foster Care Local Liaison: Marla Timmerman (mtimmerman@lmsdoh.org) 513-899-2264

**SECTION 504 AND AMERICANS WITH DISABILITIES** Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who . . .

Has a mental or physical impairment which substantially limits one or more major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing,

speaking, breathing, learning, working, sleeping, standing, lifting, reading, concentrating, thinking, communicating, helping, eating, bending, or operation of a bodily function. (This is not an exhaustive list of major life activities, which means even if an activity or function is not listed it can, nonetheless, be a major life activity.)

The school district has the responsibility to provide accommodations and services to eligible individuals with disabilities. The district acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

### **SERVICE ANIMALS**

The district permits the use of service animals in the schools for those individuals with qualified disabilities. Service animals must: 1) have a service plan approved by administration, 2) be on a harness, leash or other tether or be under the control of the handler either through voice commands, signals or other means, 3) be housebroken and 4) be up-to-date on vaccinations. The school may exclude the animal if it is aggressive or disruptive and not housebroken.

### **DISTRICT MISSION STATEMENT**

The board believes that it is the responsibility of the school system to ensure that each graduate is college and career ready.

To these ends, an environment of high expectations and opportunity shall be created that fosters scholarship and citizenship and develops within each student the ability to become a productive and responsible member of society.

### **BUILDING MISSION STATEMENT**

Little Miami Middle School is dedicated to the community and to the individual and educational needs of all students. Through a safe and creative environment, students are challenged with a rigorous curriculum that provides the necessary skills to become contributing members of society. The staff recognizes the importance of a collaborative approach with the community as an essential element to the success of the students entering their adult lives.

### **SAFEROH HOTLINE or REPORT BULLYING**

Call or text 844-SaferOH or visit [www.littlemiamischools.com](http://www.littlemiamischools.com) and click on “Resources” and then click on “Report Bullying” link.

### **SURVEILLANCE CAMERAS**

For student’s safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence or in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to law enforcement agencies.

### **QUALITY WORK**

Little Miami Middle School teachers expect quality work from all students in all classes. LMMS definition of quality work: Quality work shows evidence of continuous growth of each individual student. It reflects pride of ownership, creativity, thought, and effort that challenges all students in reaching their full potential.

### **REQUEST TO PROHIBIT PUBLICATION**

To protect confidentiality of students, Little Miami Local School District’s policy is to identify students’ work and/or photograph by first name only.

### **PEOPLE WHO CAN HELP YOU**

#### **Your Principal and Assistant Principal**

The principals are responsible to the Superintendent of Schools for proper administration of Little Miami Middle School. It is their duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. They will be glad to help you with any of your problems.

#### **Your Guidance Counselor**

The function of the counselor is advisory, not disciplinary. In general, the guidance program at Little Miami Middle includes educational, personal, social, and vocational counseling. The guidance counselor is involved in the implementation of the following guidance services: information, pupil appraisals, records and registration, group guidance counseling, parent conferences, resource coordination, class scheduling, placement, evaluation, testing, career education, and planning.

You may make appointments (Sign-up sheet in office) to consult with your counselor on problems having to do with your school work, course selections, group or social problems, or problems of a personal nature, or schedule changes. A portion of your counselor’s training has been in the field of testing. The counselor handles the annual testing program and administers and interprets the individual tests. In addition, counselor spends time in individual classrooms. Parents can contact the guidance counselor by calling the school.

#### **Your School Nurse**

The school nurse is available to help you at school with medical emergencies and will work closely with your parents and physician in administering prescribed medication. The clinic is located in the Middle office.

#### **Your Teachers**

Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes. They are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any policies set forth by the administration. The teachers are available before and after school for the purpose of helping any student who desires to report at that time. Students should arrange an appointment with their teacher prior to the day and time. Your teachers are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education.

### **EMERGENCY SITUATIONS AND PROCEDURES**

The school administration will develop and share with students and staff the emergency plans for various emergencies that may arise. We are required to practice these plans periodically throughout the year. Students are expected to become familiar with each drill and observe the rules of the plans developed. Emergency exit procedures are posted in each classroom.

## DAILY SCHEDULE

**Cafeteria doors open for car rider drop off: 6:40 AM**  
**Buses drop students/all doors open for car rider drop off: 7:10 AM**  
**AM Tardy Bell: 7:20 AM**  
**PM Dismissal Bell: 2:00 PM**

Regina Morgan

Superintendent

### ADMINISTRATIVE STAFF

Marla Timmerman	Assistant Superintendent / Director of Curriculum & Instruction
Terry Gonda	Treasurer
Jamies Miles	Director of Student Services
	Director of Spec Education
Stephen Collins	Director of Instructional Technology
Ron McWhorter	Director of Food Services
	Director of Support Operations
Brad Underwood	Community Relations Coordinator
Kelly Oeder	Transportation Director

### CENTRAL REGISTRATION & CHANGE OF ADDRESS INFORMATION

#### Central Registration

Little Miami School District is pleased to offer Central Registration. This service will allow parents to register their children in one central location. Follow-up appointments will then be made in the individual schools for orientation and scheduling.

To register a new student, please contact the Central Registration Office for an appointment at (513) 899-5116 or [centralregistration@littlemiamischools.com](mailto:centralregistration@littlemiamischools.com).

Enrollment packets can be picked up at the Central Registration Office or online at [www.littlemiamischools.com](http://www.littlemiamischools.com) under the "Central Registration" tab. Verification of residency and custody, both conditions for enrollment in our schools, will be managed through this office.

#### Change of Address

You will be required to contact the Central Registrar with any "change of address" during the school year. Proof of residency documentation must be presented before student records and/or transportation procedures can be adjusted to reflect the change.

By creating a uniform procedure for enrollment as well as change of address, Little Miami continues in its efforts to ensure the safety of children in our community.

### FEES & FINES

Fees are collected in order to cover the cost of consumables and other initiatives which support the curriculum and instructional programs. Fees are approved by the Board of Education and should be paid prior to the opening of school. School fees for the 2024/25 school year are course specific and can be found in the 2024/25 Middle School Course Description Guide which is located on the middle school website. Grade cards and school records will be withheld until all fees and fines are paid. Students with outstanding fees and/or fines will not be allowed to apply for a parking permit in high school and Student will not be granted a diploma unless all school fees are paid.

**Replacement Fees:** Lock: \$5.00

**Note:** It is recommended that each student have the Texas Instruments TI-30XIIS calculator for math.

Parents who may have difficulty submitting fees early in the school year should contact the main office. Students who fail to pay fees, fines and fund-raising monies may be denied the opportunity to participate in assemblies, dances, pep rallies, field trips etc. They may also be denied the opportunity to participate in extracurricular activities.

All fees must be paid in the main office from 6:30 – 3:00 p.m. or can be paid online. The school office is closed during the summer.

### LOCKERS

Each student will be assigned a locker (school and /or PE) with a combination lock for the storage of books, coats and other personal items. Students are required to lock their locker at all times. The school **DOES NOT** assume responsibility for students' possessions. Under no circumstances should a student leave money or other valuables in their locker. The school is providing all students a padlock for a rental fee of **\$2.00**, which will be included in your school fees. Students are not permitted to put their own locks on lockers. Such locks will be removed. The only items that should be placed in school lockers are schoolbooks or supplies, lunches and personal items needed for school. **TEXTBOOKS, SCHOOL PROPERTY OR OTHER STUDENT PERSONAL ITEMS LOST OR STOLEN FROM A LOCKER ARE THE SOLE RESPONSIBILITY OF THE STUDENT REGARDLESS OF WHETHER THE LOCKER IS LOCKED OR UNLOCKED.**

The Board of Education reserves the right to search any pupil's locker and the contents of that locker if the principal reasonably suspects that the locker or its contents contains evidence of pupil's violation of a criminal statute or a school rule.

Administrators may search a student and his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. Lockers are property of the Board of Education (BOE) and the BOE reserves the right to search any pupil's locker and its contents at random whether reasonable suspicion exists or not. Searches may include the use of drug dogs.

All sports equipment must be appropriately stored and may not be carried through the school.

### EMERGENCY FORMS

All students are required by State Law to have emergency information on file in the office. *It is vital that the information is current.* If there are changes in your address, home, or work telephone numbers, etc., please notify the school immediately. **Please note that only individuals listed on the emergency medical form will be allowed to pick up the student.** If a person is not listed on the emergency medical form, we require a written or faxed note before the student is released. We will also verify the written or faxed note with the parent/guardian prior to releasing the student. Emails will be accepted only if they are sent from the email address we have on file for the parent/guardian. ID will be required to sign out a student.

## TELEPHONES

School telephones are business phones and may not be used by students except in cases of emergency and approved by the office.

## MESSAGES

Students have access to email throughout the day on their device. Parents are encouraged to message students through their school email. Our school district has experienced dramatic growth in the last few years, we ask that you limit phone messages to **emergencies** only. We do realize that emergencies arise, and we will make all attempts to deliver those urgent messages to our students, however, we do ask that you call the school before 1:00 p.m. Due to time constraints, we cannot guarantee messages can be delivered after that time.

## Cell Phones

Cell phones may be brought to school but must stay in a student's locker during the school day. Students and parents are encouraged to communicate through the school email system using their student devices. Students are not permitted to have cell phones during school hours, including lunch time, hallways, and classrooms.

## VISITORS

Students are not permitted to bring guests to school to spend the day. This includes brothers, sisters, and friends from out of town and or other individuals. All visitors to school, both adults and minors, are required by state law to go immediately to the Main Office upon entering the building. All visitors to the school, regardless of purpose, are to first check in with the school secretary or principal in the office. This policy includes all school dances. The front entrance will remain open during the school day. No animals, domestic or wild, are permitted in the building without prior approval of school staff. Visitors will not be allowed to eat in the cafeteria.

## ARRIVAL & DEPARTURE POLICY

The student's day begins at 7:20 AM and ends at 2:00 PM. This applies to the parking lot and the school building. Anyone needing to arrive earlier for any reason must secure permission from the principal. No student may leave the school grounds once he/she has arrived, and no student is to loiter outside the building or adjacent property before or after school.

Any student who is in the building past 2:50 P.M. should be under the direct supervision of a coach, teacher, or advisor. Unsupervised students will be considered loitering and cited as Out-of-Bounds (Rule 26).

## EMERGENCY SCHOOL CLOSING

In the event of school being called off because of severe weather or some other emergency, students and parents are urged to listen to area radio stations for announcements regarding any change. PLEASE **DO NOT** call the school. Recommended stations: WLW 700-AM and WKRC 550-AM, WLWT – Channel 5, WCPO - Channel 9, or WKRC – Channel 12. Delay and closing information is also posted on the school district web site at [www.littlemiamischools.com](http://www.littlemiamischools.com) and the district calling system will be utilized.

## SCHOOL PROCEDURES FOR ATTENDANCE

Warren County Schools  
County-Wide Attendance Policy  
2024/25 School Year  
7<sup>th</sup> Grade – 12<sup>th</sup> Grade

All attendance information is subject to change

Generally, twelve (12) absences from school, which include full days and partial days may be documented by a parent/guardian phone call.

**\*Medical notes shall NOT count against the 12 absences (time out of school full or partial days) that a parent may excuse.**

Absences, full and partial days in excess of 12 absences may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant unless an absence, is otherwise excused by the principal due to unusual circumstances.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include but are not limited to the student's attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused absences from school shall be granted only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the school Principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if the time out of school for full day absence or partial day absence is excused.

### Late Arrivals/Early Dismissals

Being punctual is an expectation that we have for all our students. Any student arriving at school or their assigned seat in the classroom after 7:20 A.M. must report directly to the attendance office to obtain a tardy slip.

The tardy slip must be presented to the teacher to be admitted to class. The school attendance officer will track tardies and report to the administration.

When students arrive on school property, he/she is under the jurisdiction of the school district until the end of the school day. No student may leave the premises during the school day without proper authority.

Please refer to the school policy on Attendance for the policy for explaining excused and unexcused absence.

### Off Campus Leave

Students that sign "in and out" during the normal course of the school day will be marked as "At other location" and will be excused or unexcused based upon the reason for the leave from school property. Please refer to the policy on attendance to determine if this time out of school is excused or unexcused.

Students that are involved in College Credit Plus programming, school sanctioned activities and modified academic school schedule must sign in and out in the Attendance office and comply with school rules regarding their programming.

## Absences

Students who miss school are required to have their parent/guardian contact the attendance office on or before 9:00 A.M.

If the school doesn't receive notification, a phone call will automatically be made to the parent/guardian. If the parent/guardian fails to contact the school, the absence will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence.

All notes parental/guardian or physician's must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

The school in compliance with Ohio Truancy laws has established the following interventions and strategies to address excused and unexcused hours, tardies and early dismissals.

If a student acquires 38 hours in one month or 65 hours in a school year of excused and/or unexcused hours, an attendance notification letter will be mailed to the parent/guardian advising them of these hours.

### Habitual Truancy 2151.022 (B) Ohio Revised Code

The Ohio Revised Code define a student as being habitual truant when a student has:

30 consecutive unexcused hours, or

42 unexcused hours in a school month, or

72 unexcused hours in a school year.

If a student acquires 30 consecutive unexcused hours, or 42 unexcused hours in a school month, or 72 unexcused hours in a school year, an Absence Intervention team meeting will be scheduled by the Truancy Officer, for the purpose of developing an Absence Intervention plan. The team shall consist of the student, parent/guardian or their designee (a pre-approved FERPA form release for a designee to attend in a parent's place must be filed by the parent for the designee to participate in the Absence Intervention team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, teacher or representative of a public or non-profit agency designed to assist students and their families in reducing absences, representative of the Juvenile Court, and any other person that may assist the student, family or school in reducing truancy.

If the parent/guardian fails to attend or otherwise respond and participate in the Absence Intervention team, the school shall do both of the following:

Investigate whether the parent/guardian's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention team to develop a plan for the child notwithstanding the absence of the parent/guardian.

If the student and/or parent/guardian fails to comply with the Absence Intervention plan charges may be filed in Juvenile Court.

## Excused Absences

- Personal illness or injury
- Medical or dental appointments (partial days, in most cases)
- Illness or death in the family
- Funeral of immediate family member or relative
- Quarantine
- Religious holiday
- Appointments for court
- Pre-approved absences. Five (5) days per year may be approved in advance by the principal. These days shall be included in the 12-absence rule.
- Head lice. Children excluded from school due to head lice are allowed one (1) excused absence on two (2) separate occasions in a school year. Absences beyond this number are unexcused unless the additional absences are covered within the 12-occurrence parent/guardian notes or a physician excuse.
- Emergencies and other reasons deemed good and sufficient by the principal

## Unexcused Occurrences

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus
- Experiencing transportation problems at home or on the way to school
- Remaining at home to complete school assignments
- Missing school without legitimate illness
- Oversleeping. Alarm clock (student's or parent's) failed to work
- "My mom didn't get me up"
- Not having suitable clothing to wear to school
- Babysitting
- Any form of recreation (unless pre-approved vacation days)
- Personal business that can be done after school or on weekends
- "Helping at home" or "Was needed at home"
- "I had a game last night"
- Senior pictures/portraits

## **SCHOOL PROCEDURES FOR UNEXCUSED ABSENCES**

Little Miami Middle School will work closely with the Warren County Attendance Officer and the Warren County Juvenile Court system to address unexcused absences to school. Parents receive an unexcused absence letter in the mail after each unexcused absence has occurred. The school will follow the consequences laid out in the Warren County Attendance Policy in cases of truancy. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

## **PREARRANGED ABSENCE**

Parents are asked to plan family vacations and appointments to correspond with the school calendar. However, we realize that is not possible in all circumstances. If you must have your child out of school for other reasons, it is your responsibility to see that your child completes the work that he/she will miss. For pupils who will be absent due to a family obligation or similar reasons, the following procedures and guidelines also must be adhered to for those absences to be excused.

1. A prearranged absence form can be picked up in the office. Present this completed form to the principal two weeks prior to the absence. If a student has an attendance problem, or is in danger of failing, this request may be denied. If the request is denied and the parent elects to remove the child from school, the absences will be unexcused.
2. If possible, you may secure assignments from the teacher prior to the absence. Be aware that teachers are not required to provide long-range assignments for vacationing students.
3. Upon return to school, students should submit any assignments, papers, or projects to the teachers.
4. Vacation absences are included in the total number of absence occurrences. Only 5 days absence per year may be excused for vacation purposes. If a child has accrued 12 absence occurrences, vacation time will not be approved.
5. **No requests will be approved during District Testing weeks.**

## **MAKE-UP WORK FOLLOWING AN EXCUSED ABSENCE**

Make-up work is the process by which credit is earned for those days on which the student was absent. Absences and tardies allow students to make-up all missed class work, tests, and assignments. The following guidelines will be utilized:

1. When an absence occurs, the student will be given the opportunity to make up any work he/she missed.
  - a. The teacher and student will work together to make arrangements with their teachers relative to all make-up work.
  - b. The make-up assignment may be different from what was required of students who were present.
  - c. The general rule is the length of make-up opportunity is equivalent to the length of the absence, but teachers and students should work together to create a reasonable timeline.
  - d. Student make-up work may be requested once a student has been absent for three full days or more. For absences less than three days students will collect their work from their teachers when they return.

Homework requests should be left on the attendance line when calling your child in absent at 513-899-3408.

**Note:** A student who habitually is absent and makes no effort to make up assignments must expect a lower grade than a student who attends regularly and contributes to class day after day.

## **TARDINESS**

Tardiness to school will be handled in the main office. If a student is late in his arrival to school, he/she must report to the office for an admittance slip. Failure to sign in at the main office will result in a warning the first time and additional consequences for subsequent offenses. Consequences for repeated tardiness to school are outlined under rule #15 in the Code of Conduct.

## **ACTIVITIES – SCHOOL SPONSORED**

A number of school related groups and activities have been organized for the participation of the student body. For information about sponsors, membership and meeting times, students should consult the appropriate advisor, coach or sponsor.

Little Miami Middle School also has activities and groups available for parent participation. These groups include the Parent Teacher Organization (PTO), Band Boosters, and the Athletic Boosters.

Students participating in school sponsored activities must follow the Ohio High School Athletic Association eligibility standards. These standards can be found at <http://www.ohsaa.org/eligibility/default.asp>. Students can also talk with the athletic director or activity sponsor if they have questions about eligibility.

Little Miami offers its students many related group activities to further expand their interests. These groups meet with an appropriate advisor, coach, or sponsor throughout the school year. Information will be made available to the student body at the appropriate time to sign up for each activity and the requirements for participation.

Roles of leadership in the school and/or in these groups where students are selected or elected by their classmates and/or teachers are considered an honor. The Board of Education (Administration) feels that a student assuming this responsibility of leadership also assumes an obligation to set a correct example for his/her peers in behavior. Any student who has had discipline, attendance, and/or academic issues during the previous or current school year will not be eligible for these roles of leadership within the school. Additionally, any violation of the "Code of Conduct" will result in the usual penalties being applied, but any penalty resulting in the student being expelled or suspended will also call for the automatic removal of that student from any honorary position held, or from consideration for any such honor for that school year. Students are only permitted to be on campus before or after school hours with staff supervision and if participating in supervised activities.

## **ORGANIZATIONS, CLUBS & EXTRACURRICULAR ACTIVITIES**

There are many school related activities including band, chorus, cheerleading, student council, yearbook, drama club, Power of the Pen, National Junior Honor Society, Geography Bee, Promise Club, and numerous sport teams such as football, cross country, volleyball, basketball, wrestling, swimming, and track for students to take part in at LMMS. School groups meeting in the school building or on school grounds are limited to groups recognized as part of the school's educational program. Each group must have an activity sponsor or coach from the staff.

The building principal has the authority to cancel or restrict any program, meeting or activity that is a threat to the health and welfare of others, a potential disturbance to the educational process or that lacks organized planning on the part of the group sponsoring the activity.

## **STUDENT COUNCIL**

Each grade elects representatives to serve on the Student Council each year. The purpose of the Council is to serve the school by providing activities and projects of interest to students and to better the school and community.

## **HEALTH SERVICES**

A registered nurse is available each day to attend to student medical needs. Our goal is to create a healthy, safe learning environment and to keep students in class. The nurses see many students each day and cannot contact a parent for every visit (i.e., scraped knee, stomachache). If your student has specific medical concerns, please contact your school nurse to discuss a plan of care and when to contact you.

The parent/guardian will be notified to pick their student up based on the guidelines listed below. In the event a parent/guardian cannot be reached, others listed on the emergency medical form will be notified to pick the student up.

- Fever > 100.0



- Vomiting
- Head trauma
- Contagious illness (i.e., pink eye, head lice)
- Diarrhea

Please note: Student must be fever free without medication for 24 hours prior to returning to school. The student should also be free of vomiting, diarrhea and eye drainage for 24 hours.

Over the counter products that may be used include, Eucerin hand lotion, Vaseline for chapped lips, Caldryl lotion for itchy rashes, antiseptic for cleaning wounds and Anbesol for mouth sores or tooth pain, cough drops and TUMS for minor stomachaches. If you do not wish these products to be used, please contact your building nurse. Other prescription or over the counter medications require a physician order and parent consent. Medication administration guidelines are listed below.

Vision and hearing screenings are conducted per ODH guidelines. A referral will be mailed home if the student fails the screening. Please contact your building nurse if you need assistance with resources.

### **ADMINISTRATION OF MEDICATION AT SCHOOL**

If at all possible, we ask that medications be prescribed so that parents can administer the medication at home. We understand that there will be times when medications will need to be given during school hours. Parents are permitted to come to the school and administer medications to their child if needed.

If any student needs to take physician prescribed or non-prescription (over the counter) medication at school, the following procedures must be followed:

1. The Authorization for Administration of Medication by School Personnel must be completed in full by the physician and parent and returned to the building nurse
2. Parent/guardian must bring the medication, in person, to the office/clinic
3. The medication must be in the original container in which it was dispensed by the prescribing physician/licensed pharmacist
4. The medication label must state student name, name of medication, dose, time to be given and prescribers name.
5. Students may not carry medication on their person with the exception of asthma inhalers and epi pens. The back of the medication form must be completed and signed by physician and parent/guardian before students will be permitted to carry these medications.

### **SUPPLIES**

Students may buy pencils, pens, and paper, before school and between classes in the main lobby.

### **LOST & FOUND**

A lost and found box is kept in the commons / cafeteria. Items left in the lost and found will, at the end of each quarter, be donated to a charity.

### **REPORT CARDS**

Report cards are issued four times a year at the end of each quarter. The following are the dates when report cards will be sent home with your child or posted to Progress Book:

October 21      January 6      March 17      May 25

### **HOLIDAYS**

September 4 – Labor Day	January 01 – New Year’s Day
November 23 - Thanksgiving	January 15 – Martin Luther King Day
December 25-Christmas	February 19 – Presidents’ Day
	March 31 – Easter
	May 29 – Memorial Day

### **POSTINGS**

All postings (photographs, posters, flyers, etc.) must be approved by an administrator and may not be put up in the academic wing except in designated areas when given permission by an administrator.

### **GRADING POLICY**

A = 90 -100%    B = 80 – 89%    C = 70 – 79%    D = 60-69%    F = 0 – 59%

### **HONOR ROLL**

Students are placed on an honor roll according to their grade point average. Students must maintain a 3.0 GPA or higher in order to be considered for the honor roll.

**\*NOTE** - For honor roll placement, all grades must be a “C” or above.

### **HOMEWORK**

The homework grade is not to exceed 10% of the final grade. The definition of homework is any assignment that is not initiated in class and is given as an assignment that will be completed at home.

Work initiated in class and completed at home would be considered class work.

The Little Miami Board of Education believes that homework that is properly designed, carefully planned and geared to the development of the individual student meets a real need and has a definite place in the educational program.

Homework should be assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.

Homework will not be used for disciplinary purposes. The amount and type of homework given is to be decided by the classroom teacher, within the framework of overall instructional plans.

### **COLLEGE CREDIT PLUS**

Qualified students in grade 7-12 will have the option of enrolling in college courses in lieu of high school courses. They may be taken for college and high school credit.

The options presented to students have advantages and disadvantages for each student. Students interested in this program must meet with their counselor to explore this option by April 1st each year.

### **STUDENT DELIVERIES**

Arrangements for personal deliveries of a non-academic nature should be arranged to take place at the student's home address. We cannot interrupt academic learning time to deliver flowers, candy, birthday balloons, etc. The potential for hundreds of daily interruptions throughout the year exists and cannot be handled by the educational and support staff. If a delivery of this type is made, parents may be called on to transport items home.

### **WORK PERMIT INFORMATION**

To obtain a work permit, you will need the application for minor work permit form which includes: student/applicant information, the pledge of employer form, and the physician's certificate for minor work permit. These forms should be completed by student, parent, employer, and physician prior to submitting to the school office for processing. Blank work permit forms or completed work permits can be picked up from the office. If you have any questions, contact the office.

### **BUILDING USAGE**

The school building is owned and operated for the benefit of the Little Miami School District. Students may have access to the building before or after regular hours only when they are with an official school supervisor.

### **CAFETERIA & LUNCHES**

Students are given a thirty-minute lunch period. Lunch costs are set by the Board of Education. Middle students may purchase plate lunches or buy a la carte. Extra milk may be purchased. Forms for free or reduced lunches are sent home the first week of school and available throughout the year should a family experience difficulty with income later in the year. Café Terminal is used at the Middle. This system will allow you to pay in advance for meals and/or a la carte foods (juice drinks, ice cream, cookies, etc.) if you choose to do so. Students will still be able to pay cash on a daily basis as they have in the past **However, change will NOT be given back to your child.** Any remaining money will be deposited on his/her account for future use. The system works with a twelve key PIN pad that is similar to a calculator pad. It will allow your son or daughter to enter their 6-digit student identification number to access their account. The PIN number will stay the same throughout the remaining years your child is enrolled at Little Miami Schools. Please note this system is very confidential. All students will be required to enter their PIN number regardless of meal status or payment method, thus insuring your child's privacy.

Here are the guidelines students are to follow in the school cafeteria to make our lunch time a pleasant experience:

1. Wait your turn in line. No cutting in line.
2. Throw nothing.
3. Use a normal tone of voice and speak to those people at your table only. No shouting across tables.
4. Remain at your assigned table and stay seated until dismissed to throw out trash.
5. Take no food or drinks from cafeteria.
6. Remain in the cafeteria unless you have obtained a pass to leave.
7. No running, horseplay, physical contact (arm wrestling) etc.
8. All students are asked to cooperate in keeping the dining area as clean as possible for the people who have yet to eat.
9. In general, students are to display the same conduct and manners expected at home.

A student who fails to follow the cafeteria rules may be assigned a different seat, removed from the cafeteria, or given discipline.

**Cafeteria Prices** for Middle School:

Breakfast: \$1.70      Milk (8 oz) \$.55      Lunch: \$2.80 - 3.20

**Note: Lunchroom cashiers are limited to extending (2) meal charges and that charge must be settled as soon as possible. Students that have maxed out their lunch charge privileges will receive a nutritionally substantive lunch alternative until that charge is made.**

### **CODE OF CONDUCT - LITTLE MIAMI MIDDLE SCHOOL STUDENTS STUDENT CONDUCT (BOARD POLICY JFC)**

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the district or adversely affects the education process. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the district schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

**To give students a frame of reference upon which reasonable conduct is based, certain rules are necessary. All students are expected to abide by all rules and regulations. All students should have a complete understanding of expected student behavior as listed in this handbook. The rules set forth in the following Student Code of Conduct are applicable to all school sponsored events and activities on or off school property.**

## **CODE OF REGULATIONS FOR CONDUCT FOR PUPILS**

This Code of Regulations is adopted by the Board of Education of Little Miami pursuant to Section 3313.661 and 3313.62, Ohio Revised Code.

Any student engaging in the following types of conduct, either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This Code of Regulations applies while a student is in the custody or control of the school, on school grounds or property owned or controlled by the district, while at a school sponsored function or activity or on school owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health, safety and welfare of students or such conduct would unreasonably interrupt the educational processes of the Little Miami School District.

Pursuant to 3313.664 of the Ohio Revised Code, students may be suspended by the Superintendent or his designee from participating in extracurricular activities for a period of time not to exceed the end of the school year for any violation of the Student Code of Conduct or violations of posted rules and regulations established by individual coaches and sponsors.

## **MAJOR CODE OF CONDUCT**

The following behaviors as described in Student Code of Conduct are prohibited. A violation of any of the following rules may result in disciplinary action, including suspension, expulsion, permanent exclusion, removal, probation, Evening School, detention, in-school suspension, referral to guidance, verbal or written reprimand, parent contact or conference, or referral to the Juvenile Court system or law enforcement.

**NOTE: DEPENDING ON THE SEVERITY OF THE INFRACTION, THE ADMINISTRATION MAY IMPOSE ANY LEVEL OF CONSEQUENCE APPROPRIATE TO THE CIRCUMSTANCE. THIS MAY RESULT IN CONSEQUENCES OTHER THAN THOSE LISTED IN THE CODE OF CONDUCT.**

### **RULE 1: DISRUPTION OF OR INTERFERENCE WITH CURRICULAR OR EXTRA CURRICULAR ACTIVITIES**

A student shall not by the use of violence, force, coercion, threat, demonstration, false alarm, vulgar or obscene language or gestures, vulgar or obscene printed materials, clothes, ignition or possession of firecrackers, fireworks, poppers, smoke bombs, stink bombs or chemicals, ignition of fires, possession of weapon or look-a-like weapons, distribution of printed materials that may incite others to violent or disruptive conduct, wearing of gang colors, gang clothing, gang tattoos or insignia, use of gang graffiti, gang symbols, gang hand signs, or participating in any activity related to or associated with a gang, or in any other manner cause interference with curricular or extracurricular activities. Any videos taken of others and/or posted on social media are strictly prohibited

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration.

### **RULE 2: DAMAGE OF PROPERTY**

A student shall not intentionally cause or attempt to cause damage to the school, school property, or private property either on school grounds or during a school sponsored activity. Additionally, damage to property at any time while under school jurisdiction will require full restitution for damages and a possible referral to civil authorities. Damage to property as described previously is prohibited.

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration. The student may also be held financially responsible for any damage caused to school or private property.

### **RULE 3: FIGHTING/UNAUTHORIZED TOUCHING/THREATS**

Fighting, hitting, pushing, or unauthorized touching are treated seriously in the Middle school because the size and strength of older students increases the risks of serious harm to one or both parties. This rule covers physical contact that is initiated against another student with the intent of doing harm to that individual. This type of behavior could result in an out of school suspension and possible charges. Returning unauthorized touching with physical force can will be considered fighting and will be treated with an out of school suspension with an option of an ISS or Friday School at the discretion of administration. Fighting, hitting, unauthorized touching, threats and disruptions as a result of or which are deemed to cause the above activities are prohibited.

#### **THREATS: (STUDENT TO STUDENT)**

1<sup>st</sup> Offense: Warning from Administrator or referral to Guidance and possible 1–3-day suspension.

2<sup>nd</sup> Offense: 2-day suspension (AES)

3<sup>rd</sup> Offense: 3-day suspension

4<sup>th</sup> Offense: 10-day suspension and recommended expulsion.

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration.

#### **THREATS: (USE OF DEADLY FORCE)**

1st Offense: 1-10 Days Suspension, possible recommendation for expulsion, possible charges filed.

#### **PHYSICAL ASSAULT/HITTING/UNAUTHORIZED TOUCHING: (STUDENT TO STUDENT)**

1st Offense: 1 - 5 Days Suspension, possible charges and/or referral to court.

2nd Offense: 5 - 10 days Suspension

3rd Offense: 10 Days Suspension, recommendation for expulsion

#### **THREATS AND OR UNAUTHORIZED TOUCHING/OF A SCHOOL EMPLOYEE:**

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration.

#### **ASSAULT/ATTEMPTED ASSAULT WITH A WEAPON:**

1st Offense: 10 Days suspension, recommended expulsion from school, charges filed with civil authorities.

#### **RULE 4: POSSESSION OF DANGEROUS WEAPONS AND INSTRUMENTS**

A student shall not possess or conceal upon his/her person or on school property or at school functions, an instrument or weapon capable of harming another person. This prohibition includes guns, any type of knife, ice picks, brass knuckles, blackjack, chemical gases, pepper spray, destructive devices, etc. This prohibition would include the use and/or possession of chemicals and gasses, including mace and look-a-like weapons. (Look-a-like weapons include but are not limited to paint ball guns, air soft guns, pellet/BB guns, etc.) **CONCEALMENT, POSSESSION OR USE OR THREAT OF USE OF A GUN OR EXPLOSIVE DEVICE CAN BE CONSIDERED UNDER THE THIRD OFFENSE.**

- 1st Offense: Application of consequences at any level of offense will remain at the discretion of the administration.  
2nd Offense: 5 - 10 Days Suspension, possible recommendation for expulsion  
3rd Offense: 10 Days Suspension, possible recommended expulsion from school

#### **RULE 5: DISRESPECT**

No student shall at any time show a lack of respect to any teacher, administrator or staff member. Examples could be making disparaging (degrading) remarks (This includes social media), being outwardly sarcastic, saying things to achieve a derogatory effect, and arguing with school staff in front of others. (Students must make an appointment to privately discuss their disagreement or concern with a staff member in an appropriate manner.)

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration, which may include but are not limited to –

- 1st offense: 1-5 days suspension (AES)  
2nd offense: 2-10 days suspension (AES)  
3rd offense: 5-10 days suspension  
4th offense: 10 days suspension and recommended expulsion

#### **RULE 6: INSUBORDINATION**

Insubordination is defined as the refusal to respond to a reasonable request. A student shall not disregard or refuse to obey a reasonable direction or instructions given by school personnel (teacher, principal, coach, extracurricular advisory, staff employees, or adult volunteers) while the student is properly under the authority of the school. In the case of extracurricular activities, insubordination shall also include the failure to comply with the rules or requirements established by the coach or advisor for that particular activity. Repeated violations of any minor rule directive or discipline procedure may be considered insubordination. Acts of insubordination are prohibited. Repeated instances of insubordination will result in disciplinary consequences for violation of rule 5 – Disrespect.

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration.

#### **RULE 7: VIOLATION OF CIVIL ORDINANCES WHILE UNDER SCHOOL AUTHORITY**

A student shall not violate any law or ordinance while under the authority of the school or its personnel (School discipline as appropriate and civil or criminal charges may be filed).

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration.

#### **RULE 8: HARASSMENT, INTIMIDATION, BULLYING, CYBER BULLYING, or HAZING**

No student shall use any gesture, written, verbal, or physical act to degrade, disgrace, or demean another student (including through social media). This includes topics that will insult, intimidate or place a student in fear of being harmed by another student or group of students either physically or mentally (including violence in a dating relationship). **Bullying is defined as repeated and systematic harassment and attacks on others.** Individuals or groups can perpetrate bullying. Bullying takes many forms, and can include different behaviors, such as: physical violence and attacks, verbal taunts, name-calling and put-downs, threats and intimidation, extortion or stealing of money and possessions, and exclusion from the peer group. This includes videos taken and or posted on social media. (NOTE: Other code of conduct consequences may also apply in addition to those listed below) The list below is intended to give examples of bullying behavior and is not all-inclusive.

**Verbal or Written Bullying:** Name-calling, such as using sexist, racial, or homophobic slurs; taunting about physical appearance, ability, or socio-economic status, abusive or frightening telephone calls, harmful notes, emails, or text messages (including through social media).

**Physical Bullying:** Hitting, kicking, pushing, tripping, attacking, throwing objects; unwanted sexual touching, stealing or damaging personal items or property, threatening with a weapon, using a weapon; threatening harm, coercion.

**Social/Cyber Bullying:** Fabricating rumors or gossip, excluding, embarrassing, or making fun of someone; publicly sharing personal information, including posting pictures or text information on websites; using friendship or status to manipulate or coerce or manipulate behavior.

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration. Administration will follow the district approved bullying policy.

#### **RULE 9: USE OF PROFANITY/OBSCENITY**

Students shall not use profanity or obscene language in any form (i.e., written, oral, and electronic) in communication with other students, staff, or visitors. Use of profanity/obscenity includes use or creation of obscene/offensive/pornographic communication, gestures, signs, and pictures. Publication or possession of obscene/offensive/pornographic material in any form (i.e., written, oral, and electronic) is also strictly prohibited. This includes lewd and ambiguously lewd communication.

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration.

- 1<sup>st</sup> Offense: Discretion (Warning to 1 day suspension)  
2<sup>nd</sup> Offense: 1-2 days suspension (AES)  
3<sup>rd</sup> Offense: 5-day suspension  
4<sup>th</sup> Offense: 10-day suspension and recommended expulsion.

#### **RULE 10: THEFT**

Includes public property or equipment of the school district or the personal property of another student, teacher, visitor or employee of the district. In all cases, the student must make restitution to the injured party. Acts of theft are prohibited. This includes items taken from the cafeteria.

- 1st Offense: 1-3 Days Suspension possible referral to the civil authorities.  
2nd Offense: 3-5 Days Suspension possible referral to the civil authorities.  
3rd Offense: 5-10 Days Suspension, recommendation for expulsion, possible referral to the civil authorities

#### **RULE 11: INAPPROPRIATE DISPLAY OF AFFECTION**

No student shall engage in inappropriate affectionate behavior while in school or attending school events.

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration.

1<sup>st</sup> Offense: Conference with Administrator and a note or call to parent (s) and possible 1 to 3 days suspension.

2<sup>nd</sup> Offense: 1-5 days suspension.

3<sup>rd</sup> Offense: 10-day suspension and possible expulsion.

#### **RULE 12: FAILURE TO SIGN-IN AT THE MAIN OFFICE**

All students must sign-in, in the main office when entering or leaving at irregular times. Signing in DOES NOT automatically excuse the student.

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration.

#### **RULE 13: TRUANCY/SKIPPING-CUTTING CLASS**

Any student who misses or is absent from any assigned period of his/her schedule (including ETEH) without permission, or fails to meet the requirements of an excused absence under the attendance guidelines will be considered truant. This would also include students who leave class without permission of the teacher or supervisor. Leaving school during school hours without permission of the proper school authority is prohibited.

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration.

All days of truancy from school will be considered unexcused and will be reported to the Warren County Attendance Officer and Juvenile Court.

#### **RULE 14: DRUGS, ALCOHOL, TOBACCO, AND LOOK-A-LIKE DRUGS (BOARD POLICY JFCG, JFCH, and JFCI)**

It is the intent and philosophy of the Little Miami Board of Education and Administration to discourage use or possession of drugs, look-alike drugs, drug instruments, tobacco, alcohol, any type of smoking or vaping device, CBD oil, medical marijuana, or inhalants. Students are prohibited from possessing, using, selling, concealing, or showing signs of consumption of narcotics, drugs, alcohol, vaping or smoking devices, CBD oil, medical marijuana, or inhalants on school grounds, on school buses, or while attending school-related functions. In addition, students are prohibited from possessing or using tobacco, tobacco products, drug-related instruments or paraphernalia, e-cigarette devices, electronic hookah devices, etc. and cigarette lighters or matches, this prohibition is in effect on school grounds, on school buses, and while attending any school-related functions

#### **POSSESSION AND/OR CONCEALMENT OF MATCHES OR LIGHTER**

1st Offense: 1 Evening School

2nd Offense: 2 Evening Schools

3rd Offense: 1 Day Suspension

#### **POSSESSION, CONCEALMENT OR USE OF TOBACCO OR TOBACCO PRODUCTS**

**(Including e-cigarette devices, vaporizers, electronic hookah devices, etc.)**

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration.

1st Offense: 1-3 Day(s) Suspension

2nd Offense: 3-5 Days Suspension

3rd Offense: 5-10 Days Suspension, recommended expulsion

#### **POSSESSION OR CONCEALMENT OF DRUG INSTRUMENT OR PARAPHERNALIA OR LOOK-A-LIKE DRUGS-PROHIBITED**

Paraphernalia includes hypodermic needles, roach clips, eyedropper, eye dropper bottles etc. and look-a-like drugs includes e-cigarette liquids, e-cigarette juices, vaporizer liquids, electronic hookah liquids/juices, etc., caffeine pills, over the counter pills, misrepresented pills, inhalants or inhalant containers, etc.

1st Offense: 1-5 Days Suspension

2nd Offense: 10 Days Suspension, recommendation for expulsion.

#### **POSSESSION, USE OR SHOWING SIGNS OR EVIDENCE OF HAVING USED DRUGS AND/OR ALCOHOL - PROHIBITED**

1st Offense: 10 Days Suspension, recommendation for expulsion

**NOTE:** At the discretion of the building administration at Little Miami Middle School, the student may be reinstated if documented evidence is submitted to the principal or his designee that an assessment has been made or scheduled with an Alcohol or Drug Abuse Center or similar agency. If the assessment is scheduled and the recommendations are followed the student will have five (5) days of the suspension lifted. If the student does not make contact with a Drug or Alcohol agency within ten (10) days of the suspension, he/she will go through an expulsion hearing with the possibility of being expelled. The Little Miami Guidance Team can assist in making the contacts with the appropriate agencies and in the follow up treatment if needed. Participation in a support group for students can be set up through the

Guidance Team as well. If during the recommended treatment program, the student fails to meet the outlined requirements of the program, he/she will be suspended from school for ten (10) days and there will be a request for an expulsion.

It will be possible for a student to use the counseling and or rehabilitation for ONE TIME only as a means to avoid expulsion. If a student once again possesses, uses, conceals, or is showing signs of having consumed drugs and/or alcohol, he/she will be suspended out of school for ten (10) days and there will be a request for an expulsion.

When in cases of possession or concealment that there is a sufficient number of narcotics, drugs or alcohol for the local law enforcement officials to file charges, the student will be immediately suspended from school for ten (10) days and there will be a request for expulsion.

#### **SALE, TRANSFER, OR DISTRIBUTION OF DRUGS, ALCOHOL, LOOK-A-LIKE DRUGS, VAPING OR SMOKING DEVICES, OR OVER-THE-COUNTER PILLS**

1st Offense: 10 Days Suspension, recommended expulsion

**NOTE:** Students who must take prescribed medication during the school day or are taking over the counter medication while at school must secure and complete a medication request form from the main office secretary or nurse. This form will require sign off by a doctor for all medication to be consumed at school including non-prescription medication. All medication must be kept in the main office.

#### **RULE 15: TARDY TO SCHOOL or Class**

Students who are late to school must check into the office. This is important since students are counted absent until they sign in. The office will determine if a student's tardy is "excused" or "unexcused". Tardies may be excused for a doctor's appointment (with doctor's note), a court appearance (with record from court), illness or family emergency (with note from parent – 5 per year), late bus, or for inclement weather if deemed appropriate by the administration. All other individual tardy cases will be reviewed by the school administration. Students are expected to arrive to class on time. Unexcused tardies to school or class will result in the following intervention process. If the intervention process is unsuccessful or there is a refusal to participate, administrators will assign consequences:

:

**3 Tardies** – students will receive a letter from the school

**5 Tardies** – Students will meet with an administrator to fill out a "Student Success Plan Form", which will be signed by a parent. Failure to return the signed form will result in a lunch detention.

**7 Tardies** – Grade level administrator will phone the parent

**9 Tardies** - Student and parent will meet with an administrator to review the "Student Success Plan Form", Additional consequences could be applied for any additional tardies over 9.

#### **RULE 16: OTHER CONDUCT**

A student shall not engage in any type of conduct not specifically set forth in the Student Code of Conduct which is harmful to the person or property of school personnel or other students or which conduct is not in compliance with socially accepted standards of behavior.

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration.

#### **RULE 17: FAILURE TO SERVE CLASSROOM DETENTION**

Students who are assigned a classroom detention by a teacher for minor disruptions must meet with the teacher at the assigned location and time after being given one day notice.

**Each Occurrence:** If a student fails to serve the detention, the teacher may reschedule or refer the student to administration

#### **RULE 18: AIDING AND ABETTING IN THE COMMISSION OF A VIOLATION OF RULES ONE (1) THROUGH THIRTY (30)**

All students are prohibited from aiding and abetting another student in the commission of a violation of any Rules 1 - 30.

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration.

#### **RULE 19: USING PROFANITY/OBSCENITIES IN THE SCHOOL ENVIRONMENT**

A student shall not use profanity or obscene language either written or oral (including social media) in the school environment. Included in this prohibition would be the use of obscene gestures, signs, pictures, notes, publications or pornographic materials. Referring to school personnel in a profane or obscene manner is prohibited as well. All lewd and ambiguously lewd language is prohibited.

→ **CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration.

#### **RULE 20: LOITERING**

Loitering in the school building or on school grounds is prohibited. No student shall loiter in the school building or on school grounds after 3:00 PM unless attending or participating in a school sponsored event or activity and the students must be under the direct supervision of a staff member, coach, sponsor or advisor. Students should not arrive to school in the morning prior to 7:00 AM unless they have morning detention or a scheduled appointment with a staff member or administrator.

1st Offense:	Warning
2nd Offense:	2 Detentions
3rd Offense:	1 Day Suspension
4th Offense:	3 Day Suspension

#### **RULE 21: SEXUAL HARASSMENT – PROHIBITED**

No student shall engage in any activity that results in unwanted sexual advances or unwanted verbal or physical contact of a sexual nature with another student. Students who falsely accuse teachers, administrators, and/or students of any type of misconduct will be subjected to the discipline code and could face suspension or expulsion. This includes social media posts.

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration, which may include but are not limited to - conference, warning, parent contact, detention, Evening School, suspension and or expulsion from school.

#### **RULE 22: SLEEPING IN CLASS**

No student shall sleep in class on a regular basis. It is the sincere hope of LMSS that all students arrive at school each day ready and eager to learn. This means parents and students should work together to ensure that the student has had adequate sleep and has eaten breakfast prior to his/her arrival to school. While student illness and other extenuating circumstances might cause a student to fall asleep in class, this rule is designed to eliminate sleeping in class on a regular basis.

1st Offense:	Warning from teacher and request to sit up and stay alert.
2nd Offense:	After several teacher warnings. Teacher makes phone contact with parent and refers the student to guidance. Consequences per teacher discipline plan.

#### **RULE 23: CODE OF CONDUCT FOR WCCC STUDENTS**

Only applies to LMHS students attending the Warren County Career Center.

#### **RULE 24: RACIAL OR ETHNIC HARASSMENT OR INTIMIDATION**

No student shall engage in any activity that results in unwanted contact, harassment or intimidation that is related to the racial or ethnic background of the student or faculty victim. Use of racial or ethnic slurs either written or oral is included in this prohibition (including social media).

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration, which may include but are not limited to - conference, warning, parent contact, detention, Evening School, suspension and or expulsion from school.

#### **RULE 25: GANG MEMBERSHIP AND/OR ACTIVE DISPLAYS OF GANG RELATED BEHAVIOR IS PROHIBITED**

This prohibition includes gang colors, clothing, tattoos, symbols, graffiti, artwork, organizing or recruitment of members, gang hand signs and other activities that are related to or associated with gang membership.

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration, which may include but are not limited to - conference, warning, parent contact, detention, Evening School, suspension and or expulsion from school.

#### **RULE 26: OUT OF BOUNDS**

Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school administrator or teacher is prohibited.

1st Offense:	Verbal Warning /Lunch Detention
2nd Offense:	1 day suspension

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration.

#### **RULE 27: FALSIFYING OF INFORMATION**

Students shall not be involved in activities including, but not limited to cheating, plagiarism, misuse of privileges, forgery, improper collusion or falsification of information. A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. Falsification of information includes attempting to change, modify, or misrepresent records, including but not limited to hall passes, absence excuses, documents or materials used in daily school operation; sharing false information (i.e., Lying); or not properly identifying oneself to school personnel.

**CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration.

**RULE 28: CHEATING OR PLAGIARISM**

- 1st Offense: Handled by the individual classroom teacher with loss of credit for the test, quiz, project, or assignment. (Notify parent and administrator)
- 2nd Offense: Application of consequences at this level will remain at the discretion of the administration.

**RULE 29: DRESS CODE FOR MIDDLE SCHOOL STUDENTS**

We are proud of the quality of dress worn by our students and the guidance given by parents. All clothing is expected to be in good taste, neat and clean. Clothing choices should provide for a safe environment for all students. The Little Miami School District is committed to providing students a quality education in an environment that prepares them for life after graduation. These standards of dress have been established to ensure such an environment where learning and preparation for the future are the top priorities.

Students will be permitted to wear apparel that does not cause a safety hazard, infringe on safety, or otherwise disrupt the learning environment. The building administrator may exclude any student, when, in his/her judgment, the apparel is not consistent with the standards established below. Repeated violations of this code will result in the same consequences for Rule 6 – Insubordination.

Examples of Dress Code Standards

1. Hats, head coverings, hoods on hoodies, bandanas, sweatbands, and sunglasses are not to be worn inside the building.
2. Appropriate footwear must be worn and provide for safe and sanitary conditions.
3. Shirts and tops must have high enough necklines to cover all cleavage. Shirt sleeves, sweater sleeves, and vests must not be so loose or decorative as to create a safety hazard. Examples of inappropriate apparel include but are not limited to: Halter midriff tops, crop tops, spaghetti strap tops, revealing and/or see-through tops which do not cover cleavage or are not covered by another garment. Open mesh garments, garments with open sides, tank tops, muscle tops or any other top with oversized arm holes, or otherwise expose skin or undergarments. Shoulders should be completely covered.
4. Lower garments are to be worn at the appropriate level (top of the hips) and cannot drag the floor. All clothing must properly fit (not too big or too small). Lower garments should not allow any portion of the buttocks or undergarments to be exposed when the student sits, stands, raises his/her hand above their head or bends over. Skirts and shorts must fit appropriately. No form fitting shorts of any kind may be worn unless worn completely under a skirt/dress. Examples include biking, spandex and lycra-type shorts. If a belt is worn, it must be of proper length.
5. No skin should be visible between a student's top and bottom garment when the student sits, stands, raises his/her hand above their head or bends over.
6. Torn or tattered pants with small holes below finger tips are permitted so long as these holes do not become safety hazards or do not adequately cover the student.
7. Patches, insignias, buttons, jewelry, clothing, or other items that include obscene, violent, gang, tobacco, drug or alcohol related writing or images are not acceptable. Items of clothing that belittle others may not be worn (i.e., items that contain messages that are vulgar, offensive, obscene, or libelous; promote intolerance or confrontation, i.e., confederate flag, swastika; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence).
8. Bulky coats and trench coats may not be worn during the day.
9. Exposed chains, jewelry, dog collars, spikes, piercings, and other articles judged to be potentially harmful or distracting to students are not permitted.
10. Face painting is prohibited. Makeup, hairstyles, piercings, and other body decoration or apparel that, in the opinion of the administration, is disruptive to the educational process are prohibited.
11. These guidelines are not to be considered all-inclusive. The administration reserves the right to deal with any apparel deemed inappropriate for school.
12. Book bags, backpacks, and oversize purse-type bags are permitted in the building during the day. These items must be stored in a school assigned locker during the day.
13. Students must maintain socially acceptable standards of personal hygiene.

**Exceptions**

Exceptions to the above dress code will be considered for special events, cultural beliefs and to promote school spirit. Students and/or sponsors must have permission from the administration prior to the activity.

**RULE 30: GENERAL POLICIES AND PROCEDURES**

1. Food and drink, with the exception of bottled water, is strictly prohibited outside of the cafeteria. There will be no food or drink, including bottled water, permitted in any art or science classroom.
2. Students are not permitted in the hallway without agenda books.
3. Aides are not permitted in the hallway without badges or a pass.
4. Students shall not engage in any form of gambling. Possession or use of playing cards while school is in session is prohibited.
5. Students shall not possess items such as laser pointers, toy guns, water pistols, bean shooters, water balloons, or other similar devices.
6. Students must use their assigned lockers. Students are not to share their locker or combination with other students. Students must use assigned lock.
7. Use of personal music players (iPods, mp3 players, etc.) are strictly prohibited inside academic classrooms unless permission has been granted by a staff member or teacher. Aforementioned items found to be on and/or visible in prohibited areas will be confiscated and returned to the student at the end of the school day (1<sup>st</sup> offense). Subsequent violations will result in confiscation of the phone only to be released to a parent/guardian and may result in additional disciplinary measures.
8. Use of cameras during the school day is strictly prohibited unless related to an approved curricular or extracurricular activity.
9. Cellular phones, camera phones, hand-held gaming devices, or any other related electronic devices are strictly prohibited inside academic classrooms unless permission has been granted by a staff member or teacher. Cellular phones found to be on and/or visible in prohibited areas will be confiscated and returned to the student at the end of the school day (1<sup>st</sup> offense). Subsequent violations will result in confiscation of the phone only to be released to a parent/guardian and may result in additional disciplinary measures.
10. Skates, skateboards, Heely's, and other nuisance items are not to be brought to school. Students bringing these items or using them during school hours will be subject to disciplinary measures.
11. The school does not take responsibility for missing or lost personal items.
12. All technology must be used appropriately and according to the directions of school personnel. Any technology that disrupts academics will be confiscated and may result in additional discipline. Contents of electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.
13. Unauthorized recording devices (audio or video) are not permitted.

**CONSEQUENCES:**

Application of consequences at any level of offense will remain at the discretion of the administration.

## CODE OF CONDUCT – ACTIVITIES

Since attendance is a very important part of any activity, students will be expected to participate in meetings, performances, and practices according to the activity's attendance policy. If it is necessary to be absent at any time, the students will be expected to notify the coach or advisor.

1. Equipment - Students are responsible for all equipment issued to them. Students will be given a two-week period to return all equipment at the conclusion of a season or activity. After two weeks the student will be charged for the cost of the equipment and will be denied participation in future athletics or activities until restitution has been made. Students who have outstanding charges for equipment will not receive awards and may not attend the banquet until all charges have been cleared or the equipment has been returned.
  - a) A student or parent must pay for the replacement of any lost, stolen, or damaged items or equipment according to the CURRENT REPLACEMENT COST.
2. A student shall not engage in any criminal activity or violations of civil law.
  - a) Recognizing the varying degrees of severity of violations (misdemeanors vs. felonies), consequences for involvement may result in a minor reprimand up to the denial of participation in activities for one calendar year. Consultation with the coach or advisor, the athletic director and the administration will take place before a denial of participation is invoked.
3. All athletes are expected to behave in a manner which reflects positively on the school and their team. Behavior which is inappropriate would include the following:
  - a) Repeated truancy from class or school.
  - b) Acts of vandalism or abuse of school property.
  - c) Repeated violations of school rules or chronic incorrigible behavior.
  - d) Abusive language, gestures or profanity.
  - e) Behavior, attitude, or unsportsmanlike conduct at or during an athletic contest, practice or school sponsored event.  
The penalties will be determined by the coach/advisor, athletic director, and/or administration.
4. Comply with all additional training rules or other requirements as set forth by the coach or advisor.
5. Once teams have been selected/cut, a student athlete who quits one team cannot join another.
6. Athletes must meet all OHSAA and District requirements for eligibility.
7. Athletes must pay all pay to participate fees prior to the start of each athletic season.

**Activity Conflicts-** A performance (athletic event, contest, play, concert, etc.) has priority over a practice or rehearsal. When two events of equal value conflict, the student may participate in the event of his/her choice without fear of penalty or consequence. Students are to inform coaches/advisors/teachers of the conflict as soon as they become aware of them.

## CODE OF CONDUCT – CAFETERIA/FOOD SERVICE

Students are expected to follow all rules from the student code of conduct in the cafeteria. Outside food is prohibited. Visitors will not be allowed to eat in the cafeteria. No open food may leave the cafeteria with the exception of bottled water.

## CODE OF CONDUCT – ATHLETICS POLICY

(Separate Handbook issued for participants)

### Student Conduct on District Managed Transportation

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles.

Students will:

- be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic; arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
- wait in an area clear of traffic and refrain from exhibiting behavior at the bus stop that threatens life, limb or property of any individual;
- sit in assigned seats (drivers have the right to assign a student to a seat);
- go directly to their assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
- observe classroom conduct, or the bus conduct established by administrators and transportation personnel and obey the driver promptly and respectfully;
- keep the vehicle clean and free of trip hazards);
- refrain from eating and drinking on the bus except as required for medical reasons or as permitted by the district for non-routine trips when supervised by an appropriate chaperone, school administrator or school personnel;
- refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
- remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
- be courteous to fellow students and to the driver;
- treat equipment as one would treat valuable furniture in their home (damage to the school vehicle is strictly forbidden);
- refrain from using nicotine products on the vehicle or possessing alcohol or drugs on the vehicle except as prescription medications may be required for a student and carry on the vehicle only items that can be held in their laps or can otherwise be stored on the vehicle in accordance with State law.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must

wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation.

## Discipline

The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

If possible, the driver should resolve the problem.



When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.

Problems that cannot be resolved by measures specified above are referred to the Superintendent.

The suspension of preschool students and students with disabilities from transportation may require a modification of these procedures and complies with all applicable statutory requirements.

**NOTE:** *It is advisable that regulations in the area of student transportation bear the Board's official stamp of approval.*

**Adopted by Little Miami Board of Education**

### **CODE OF CONDUCT – COMMUNITY**

Students participating in athletic activities must conduct themselves as mature young men and women. Students involved in conduct that merits disciplinary action will be investigated by the school administration. The Student Code of Conduct previously outlined in this handbook is in effect on school grounds and at school sponsored activities and athletic events. Confirmation of misconduct will result in disciplinary actions appropriate to the offense.

### **CODE OF CONDUCT – EXTRA CURRICULAR**

Suspension or removal from an extracurricular activity shall be governed by the constitution or by-laws of that extracurricular activity or by the policies of the Little Miami Board of Education, Little Miami Middle School and the Ohio High School Athletic Association. Participants will receive a set of rules from their coach or advisors that must be signed by the parent prior to participation. Questions regarding extracurricular activities should be directed to the advisor, coach or athletic director.

### **DISCIPLINE PROCEDURES**

#### **FRIDAY SCHOOL (FAILURE TO SERVE WILL RESULT IN ADDITIONAL CONSEQUENCES)**

(SCHEDULED FRIDAY OF EACH WEEK IN CLASSROOM OF TEACHER SUPERVISING)

FRIDAY SCHOOL will be used as an alternative plan to improve behavior without having students lose instructional time. Friday schools are given in lieu of an in-school or out-of-school suspension. Students assigned to Friday School will be sent to the office at 2:50 PM and be in attendance until 4:45 PM. Students must bring books and study materials and be engaged in school work the entire session. Students will conduct themselves in accordance with the School Code of Conduct. Failure to attend an assigned Friday School, failure to bring study materials, or failure to abide by the Student Code of Conduct may result in an in-school or out-of-school suspension at the discretion of the administration.

### **IN-SCHOOL-SUSPENSION (ISS)**

Removal from regular school activities may result when a student is in violation of the Disciplinary Policy. School administrators may offer ISS which permits a student to attend school but is assigned to a supervised location. The student must do assigned school work and may be required to do work beyond what is done in the regular classroom.

### **RULES OF ISS**

1. Student must stay on task with work at all times.
2. No sleeping or laying head down.
3. No food/drink (except during breaks).
4. Cell phones, personal music devices, cameras, and other electronic devices are prohibited. ISS supervisor has a right to claim any item deemed disruptive.
5. No talking or passing notes.
6. Adhere to all reasonable requests of the ISS supervisor.

\*The student must report to the ISS room as directed and remain there until released. Failure to comply with the above and any other regulations of LMMSS may result in OSS.

### **OUT OF SCHOOL SUSPENSION**

The Assistant Principal, Principal or Superintendent may suspend a pupil from school for a period of time not to exceed ten school days. The number of days of suspension will be related to the seriousness of the offense. Academic work missed during the suspension must be made up for credit at the discretion of the administration. Students who are suspended or expelled may not be present on school property, participate or attend activities or contests (home or away), or be on property controlled by the school.

### **ALTERNATIVE EDUCATION SETTING**

As an option to avoid an out of school suspension, students may be assigned to an Alternative Education Setting. This discipline is designed to restrict student activities during a school day or possibly after school hours. Time and location will be determined at the time of discipline.

### **POLICIES**

#### **POLICY STATEMENT (BOARD POLICY JFCH/JFCI)**

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the district's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, non-prescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations, under the authority of the district or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

The Board wishes to emphasize the following requirements:

1. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, is determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
2. Discipline is imposed independent of court action. Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
3. Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation.
5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent establishes and the Board considers for approval detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures are in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. Confidentiality shall be maintained within the limits of the law. The long-range welfare of the student is paramount.

### **ANTI HARRASSMENT/BULLYING/DATING VIOLENCE POLICY (FCF)**

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

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

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

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

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

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

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

It is the responsibility of every employee, student, and parent to recognize acts of bullying and retaliation, and to take every action necessary to ensure that the applicable policies and procedures of Little Miami Schools are implemented. Any employee or student who believes that he/she has been subjected to bullying or retaliation can call or text 844-SaferOH or visit [www.littlemiamischools.com](http://www.littlemiamischools.com) and click the "Report Bullying" link on the "Resources" page for crisis information, options to report bullying, and the bullying prevention plan.

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

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

The administration provides training on the district's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

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

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

### **DANGEROUS WEAPONS IN THE SCHOOL (BOARD POLICY-JFCJ)**

The Board is committed to providing the students of the district with an educational environment that is free of the dangers of firearms, knives and other weapons.

The definition of a firearm is any weapon (including a starter gun) which 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 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The district must notify the county juvenile judge and registrar of motor vehicles within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school vehicle if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by State law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local law enforcement authority and may be prosecuted under State criminal statutes, as well as disciplined in accordance with the provisions of the District's Student Code of Conduct and State law.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

### **EDUCATION/PREVENTION**

The Board views with concern the serious implications of drug, alcohol and tobacco use by students. In keeping with its primary responsibility, the education of youth, the Board charges the staff to continue to investigate the causes of student involvement with drugs and alcohol and to develop suitable preventive measures whenever feasible.

The Board and the staff continue to seek ways to educate students about the dangers of the misuse and abuse of drugs, alcohol and tobacco. Instructional units include sessions about the causes and effects of drug, alcohol and tobacco abuse, especially in young people.

### **COUNSELING AND REHABILITATION INFORMATION**

The Board of Education does not maintain a drug/alcohol rehabilitation program, but the following are programs within the area available to students who need help with a drug or alcohol problem: Warren-Clinton Counties Center on Alcohol and Drug Abuse Bethesda Drug and Alcohol Treatment Center

### **INTERNET ACCEPTABLE USE POLICY (EDE-R)**

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the district's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language which is lewd or ambiguously lewd or may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the district.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the district.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.

Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

### **STUDENT ALCOHOL AND OTHER DRUG POLICY**

#### **Philosophy Statement**

The Little Miami School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The presence of alcohol and other drugs in the school or students with alcohol and other drug problems is a deterrent to learning, thereby limiting, interfering with or inhibiting the primary responsibility vested in the educational system.

The Little Miami Schools are concerned about the disruption of the learning environment of all students exposed to alcohol and other drug related behaviors. The district is concerned about the health of its students. Students adversely affected by alcohol and other drugs in the schools increases the likelihood that the safety and wellbeing of our students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

The Little Miami Board of Education recognizes student alcohol and other drug use as wrong and harmful. Student alcohol and other drug use is a community problem requiring a community solution. Since the Little Miami Schools is an integral part of the community, it is in the best interest of the community that steps be taken to promote, enhance, and maintain a drug free school environment. The district also recognizes that alcohol and other drug use may lead to addiction, a treatable medical disease. In response, it is the policy to provide discipline as well as positive action to address alcohol and other drug use and/or dependency.

### **PROCEDURES FOR SUSPENSION/EXPULSION (BOARD POLICY- JGD)**

1. **Policy**  
Suspension and expulsion from school shall be used as a means of discipline for serious offenses against the welfare of the school or for violation of the rules of the Board of Education, and only in cases where other forms of discipline are judged not to be sufficiently effective.

## 2. Procedure for Suspension

The Principal or Superintendent may suspend a pupil from school for a period of time not to exceed ten (10) days. (The number of days of suspension should be related to the seriousness of the offense.) The Principal or Superintendent shall utilize the following procedures in order to invoke a suspension:

- a) Verify that there are sufficient grounds for suspension by contacting the complaining teacher, pupil, or other school personnel. Interview any witnesses identified by the complaining person.
- b) Give the pupil written notice of intention to suspend her/him and the reason(s) therefore and have the student acknowledge in writing receipt of the notice. If the pupil refuses receipt of the notice, the Principal or Superintendent should note such refusal on the receipt and, if a witness is available, obtain the witness's signature on the receipt indicating the pupil's refusal to sign.
- c) Permit the pupil an informal hearing before the Principal, Assistant Principal, or Superintendent to refute the charge against her/him through her/his own testimony and/or witnesses on her/his behalf.
- d) If at the informal hearing, the pupil fails to disprove the charges to the satisfaction of the school official conducting the informal hearing, she/he shall be given a letter of suspension to be given to her/his parent(s), guardian, or custodian. The letter shall state:
  - 1) The reason(s) for the suspension and its duration;
  - 2) that the student or his parent(s), guardian, or custodian have the right to appeal such suspension, first to the Local Superintendent and then to the Board of Education;
  - 3) that the student has the right to be represented at the hearing; and
  - 4) that the student, parent, guardian, or custodian has the right to request that such hearing be held in executive session.
- e) Attempt to contact the parent(s) by phone to inform them of the suspension.
- f) Send the pupil home at the close of the school day, if possible.
- g) Hand deliver or mail a copy of the letter of suspension to the parent(s) and Treasurer of the Board of Education within twenty-four (24) hours from the time of suspension. If the letter of suspension is mailed to the parent(s), proof of mailing should, whenever possible, be obtained through the postal service at the time of mailing.

## 3. Procedure for Expulsion (BOARD POLICY JGE)

Only the superintendent can expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining parts of the period of the expulsion to the following school year. The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year. The Superintendent shall, prior to expelling the student from school:

- a) Give the pupil and her/his parent(s) written notice of his intention to expel, indicating the reason(s) therefore.
- b) Notify the student, parent(s), guardian or custodian of an opportunity to appeal before the Superintendent or his designee and inform the pupil and her/his parent(s), guardian, custodian or representative as to the time and place of a hearing before the Superintendent or his designee and of the right to challenge the reason(s) for the intended expulsion. Such hearing shall not be earlier than three (3) days nor later than five (5) days after the notice is given. However, an extension of time may be given, upon the request of a pupil, parent(s), guardian, custodian or representative after which the Superintendent and/or his designee may establish a new time and place for the hearing.
- c) Permit the pupil and her/his parent(s), guardian, or custodian such hearing before the Superintendent or his designee to refute the charges against her/him through her/his own testimony and/or witnesses on her/his behalf.
- d) If, at the hearing, the pupil fails to disprove the charges to the satisfaction of the Superintendent or his designee conducting the hearing, the pupil shall be given a letter of expulsion to be given to her/his parent(s), guardian, or custodian. In the event parent(s), guardian, or custodian appeal at the hearing before the Superintendent, a copy of the letter of expulsion shall be given to him/her/them. The letter shall state:
  1. the reason(s) for the expulsion;
  2. that the student or his parent(s), guardian, or custodian has the right to appeal such expulsion to the Board of Education or its designee;
  3. that the student has the right to be represented at the appeal hearing before the Board of Education or its designee; and
  4. that the student, parent(s), guardian, or custodian has the right to request that such hearing be held in executive session.
- e) Attempt to contact the parent(s) by phone to inform them of the expulsion.
- f) Hand deliver or mail a copy of the letter of expulsion to the parent(s), and Treasurer of the Board of Education within twenty-four (24) hours from the time of expulsion. If the letter of expulsion is mailed to the parent(s), proof of mailing should, whenever possible, be obtained through the postal service at the time of mailing.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants an expulsion even if the student withdraws from school before the Superintendent has held the hearing or made the decision to expel the student.

## 4. Procedure for Removal of Disruptive Pupil (BOARD POLICY- JGDA)

A Superintendent, Principal, or Assistant Principal shall cause the immediate removal from school of a pupil whose conduct poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the school, endangering other pupils, teachers, or other school employees, or damaging school property. The suspension procedure set forth in Section A shall be invoked in lieu of removal, if at all possible. If removal by the Superintendent, Principal, or Assistant Principal is necessary, then the following procedure will be followed:

- a) Notify the pupil in writing by hand delivery or mail (if mail is used, obtain proof of mailing from the postal service, if available) of the reason(s), and for the time and place of the hearing as soon as possible, but in any event, prior to the hearing provided for hereafter.
- b) Permit the pupil and his/her parent(s), guardian, or custodian a hearing within seventy-two (72) hours of the initial removal.  
If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student and Treasurer of the Board. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply

## 5. Removal by Teacher

- a) A teacher may remove a pupil whose conduct is disruptive of a curricular or extra-curricular activity under his/her supervision. Under such circumstances, the teacher shall notify the principal that the student is being removed from the class and/or activity and being sent to the office. The teacher shall notify the principal in writing by the end of the school day the reason(s) for the removal. If the Principal returns the pupil to the teacher's classroom and/or activity without having conducted a hearing in which the teacher has participated, the principal shall submit in writing to the teacher the reason(s) for such action.
- b) Removal of a student from curricular or extra-curricular activities for a period of less than twenty-four (24) hours is permissible without the necessity of following any of the above prescribed procedures.

Some examples of behavior which may lead to suspension or expulsion include:

1. Disruption of or interference with curricular or extra-curricular activities.
2. Damage to school property.

3. Damage to private property.
4. Assault.
5. Dangerous weapons and instruments.
6. Narcotics, drugs, or alcoholic beverages. smoking devices such as e-cigarettes and similar items.
7. Inappropriate conduct toward school personnel insubordination.
8. Smoking and use of other tobacco products.
9. Truancy.
10. Threats or intimidation of others.
11. Removing or altering school records.
12. Improper social behavior or social media behavior.
13. Repeated violation of minor misconduct rules.
14. Refusing to abide by a punishment.

### **STUDENT RECORDS (BOARD POLICY- JO)**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with State law and federal requirements and the procedures for the collection of necessary information about individual students throughout the district.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

As required by the **Family Educational Rights and Privacy Act (FERPA)**, the district provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the district to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the district violates relevant Federal law, specifically the **Family Educational Rights and Privacy Act (FERPA)** and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. \*(See administrative regulations.)

Revision of BOE Policy JO regarding the designation of personally identifiable information contained in a student's education record as "directory information."

STUDENT:

1. Name
2. Address
3. Telephone listing
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of individual members of athletic teams
8. Dates of attendance
9. Date of graduation
10. Individual awards received

Policy developed per Ohio Revised Code 3319.121 "directory information" in Ohio. (Adopted 5/1/08)

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the district's definition of directory information. Parents or eligible students then have two weeks in which to advise the district, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The district uses the criteria set forth under administrative regulations to determine who "school officials" are and what constitutes "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.).

The district maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from or to permit access to, a student's education records and of information disclosed and access permitted. [Adoption date: July 15, 2003]

### **STUDENT SURVEYS (BOARD POLICY-JOA)**

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. Boards that receive funds under any applicable program must provide reasonable notice to parents at least annually at the beginning of the school year that their children may be involved in Board-approved third-party surveys. The school must also give the parents the opportunity to opt their child out of the activity. A student shall not be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family, "potentially embarrassing to the student or family";

3. sex behavior or attitudes;
4. illegal, anti -social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the students or student's parent, or
8. income (other than that required by law to determine eligibility for participation in a program and/or for receiving financial assistance under such program).

Parents have a right to inspect a survey created by a third party before that survey is administered by the school to students. Parents are notified by the school when a survey is to be administered and will have at least two weeks to review the materials.

In order to protect student privacy rights when a school survey is to be administered that contains one of the prohibited eight items identified in this policy, parents have the right to inspect the survey. If parents do not want their child to be a participant in the survey, they must notify the school.

The collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose, is prohibited. This does not include personal information collected for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions such as:

1. postsecondary institutions or military recruiters;
2. book clubs, magazines and programs providing access to low-cost literary products;
3. curriculum and instructional materials used by K-12 schools;
4. tests and assessments used by grades K-12 to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing these tests and assessments, and the subsequent analysis and public release of the aggregate data from these tests and assessments;
5. the sale by students of products or services to raise funds for school or education related activities or
6. student recognition program.

For specific events, the school must notify the parents annually of the projected or approximate dates of the following activities:

1. the collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose;
2. the administration of a survey containing any of the eight items identified in this policy and
3. annually, the district will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

[Adoption date: July 15, 2003]