



# Little Miami High School

## 2023-2024

Name

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Locker #

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Advisory

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Little Miami High School

3001 E. US 22 & 3

Morrow, Ohio 45152

513-899-3781

513-899-4912 (Fax)

[www.littlemiamischools.com](http://www.littlemiamischools.com)

**\*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. While every effort is made to ensure the accuracy of the information provided, the School reserves the right to make changes at any time without prior notice. Copies of current Board policies and administrative guidelines are available on the District's website.**

## **WELCOME! "IT'S A GREAT DAY TO BE A PANTHER!"**

It is with great pleasure that we welcome you to Little Miami High School. The faculty and staff hope you will be happy here, as well as successful in your studies. This handbook has been compiled to give you the necessary information about your school. As a student at LMHS, it is important that you know and understand both the opportunities and the expectations that are in place to support and enhance the learning community. Each of you is responsible for knowing the contents of this handbook. Your questions and comments are always welcome.

## **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 High School is dedicated to the community and to the individual 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.

In an effort to support you in your learning process, the Little Miami High School staff continues to strive to accomplish the following goals:

1. Continued alignment of the standards-based academic core to that which students must know and understand to succeed.
2. All students matter. We seek to develop learning supports that promote student success.
3. LMHS students will be held to high expectations and provided with a system of extra help and time.
4. We believe in classroom practices that engage students in their learning.
5. We work together to benefit each of our students.
6. We seek support from all parents.
7. Highly qualified teachers for all students.
8. Use of data to guide all decision making.
9. Use of technology for learning.
10. Strong leadership from all stakeholders – parents, teachers, administrators, students, and community members.

**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 and provides equal access to the Boy Scouts and other designated youth groups. Students are permitted to engage in religious expression at school and the district shall not prohibit a student from engaging in religious expression in the completion of homework, artwork, or other written or oral assignments. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Homeless Local Liaison: Jamie Miles (jmiles@lmsdoh.org) 513-899-2264

Foster Care Local Liaison: Jamie Miles (jmiles@lmsdoh.org) 513-899-2264

Title IX Coordinator: Pam Coates (pcoates@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.

### **SURVEILLANCE CAMERAS**

For students' 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.

### **ADMINISTRATIVE STAFF**

Regina Morgan	Superintendent
Marla Timmerman	Assistant Superintendent
Gene Blake	Director of Support Operations
John Bailey	Director of Special Education
Jamie Miles	Director of Student Services
Dave Florea	Director of Maintenance
Stephen Collins	Director of Technology
Kevin Harleman	Principal
Chad Huelsman	Assistant Principal
Adrienne Sanders	Assistant Principal
Ashley Brown	School Counselor (A - C)
Brittani Murphy	School Counselor (D - H)
Todd Barnhart	School Counselor (I - M)
Jared Flanagan	School Counselor (N - So)
Brandy Stith	School Counselor (Sp - Z)
Amy Anderson	Mental Health Services/Counselor
Meredith Reuscher	Mental Health Services/Counselor
Matt Louis	Athletic Director
Rob Mason	Assistant Athletic Director
Cindy Evans	Administrative Assistant - Athletics
Amy Blanton	Secretary
Katie Collaros	Secretary
Melissa Garner	Secretary
Cara Hageman	Secretary
Gale Crombie	Secretary

HOLIDAYS (School not in session)

September 4 – Labor Day  
 October 9 - Columbus Day  
 November 23 - Thanksgiving  
 December 25-Christmas  
 January 1 - New Year's Day

January 15 – Martin Luther King Day  
 February 19 – Presidents' Day  
 March 19 – Presidential Primary Election  
 March 31 – Easter  
 May 27 – Memorial Day

Thanksgiving Break: 11/20/23-11/24/23  
 Winter Break: 12/22/23-1/5/24  
 Spring Break: 3/29/24-4/5/24

In-service Days (No Students)

August 9-10, 2023  
 October 9, 2023  
 November 7, 2023  
 March 19, 2024

Report Cards

October 20, 2023  
 January 12, 2023  
 March 15, 2024  
 May 29, 2024

First Day: 8/14/2023Last Day: 5/23/2024Mandatory Exams: Weeks of 12/18/23 & 05/20/24LITTLE MIAMI HIGH SCHOOL BELL SCHEDULES FOR 2022-2023

<u>PERIOD</u>	<u>NORMAL SCHEDULE</u>	<u>90 MINUTE DELAY</u>	<u>ADVISORY SCHEDULE</u>
ETEHEH	7:15-7:46	n/a	7:15-7:46 (Advisory)
1 <sup>st</sup>	7:51-8:36	8:45-9:21	7:51-8:36
2nd	8:41-9:26	9:26-10:02	8:41-9:26
3rd	9:31-10:16	10:07-10:43	9:31-10:16
4th	10:21-11:06	10:48-11:24	10:21-11:06
5A	11:06-11:36	11:24-11:54	11:06-11:36
5B	11:36-12:06	11:54-12:24	11:36-12:06
5C	12:06-12:36	12:24-12:54	12:06-12:36
6th	12:40-1:25	12:58-1:34	12:40-1:25
7th	1:30-2:15	1:39-2:15	1:30-2:15

**ARRIVAL AND DEPARTURE TIMES**

Students should not plan to reach school until after **7:00 AM**. This arrival time applies to the student parking lot as well as the school building. School starts at **7:15 AM**. No student shall leave the school grounds once he/she has arrived by bus or car and should not loiter outside the building, in his/her car or on adjacent private property. Afternoon dismissal will be at **2:15 PM**. Students must exit the parking lot by **2:30 PM**. Any student who is in the building after **2:30 PM** should be under the direct supervision of a coach, teacher or advisor. Unsupervised students will be considered to be loitering and will be cited as being Out-Of-Bounds (Rule 26). Extra Time Extra Help (ETEHEH) is available for students from **7:15-7:46 AM**. ETEHEH is a mandatory part of the school day unless a late arrival privilege is earned. The privilege can be revoked by the administration for any reason deemed appropriate.

**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. Students are only permitted to be on campus before and after hours if supervised by a staff member.

Little Miami High School also has activities and groups available for parent participation. These groups include the Parent Teacher Organization (PTO), Band Boosters, Choir 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 [www.ohsaa.org/eligibility](http://www.ohsaa.org/eligibility). Students can also talk with the Athletic Director or activity sponsor if they have questions about eligibility.

Little Miami offers its students many 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 may not be eligible for these roles of leadership within the school.

Additionally, any violation of the "Code of Conduct" may result in the usual penalties being applied, but any penalty resulting in the student being expelled or suspended may 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.

**Social Probation Policy:** Every student has an absolute "Right to a Free and Appropriate Education" and upon graduating from high school the goal is for all students to be college and/or career ready. Students also have "Privileges" which include participating/competing in extra-curricular activities, interscholastic sports and other privileges which include clubs and/or all social activities such as attending any school dance, sporting event/game/practice, or school play. It also includes participation in special events such as evening academic awards, assemblies or graduation. It is important to differentiate between the two when defining Social Probation. Students may be placed on Social Probation for attendance (90% attendance), failing grades, or violations of the Student Code of Conduct. Social Probation is a "denial to participate" (not a suspension) in activities that are considered privileges and do not interfere with educational rights of the student's education. It is simply a philosophy of requiring students to take care of business before pleasure; and for many students, it is that opportunity of participating in "privileges" that motivates them to do their best in the classroom. Social probation is designed to keep academics the most important factor in school.

## ATTENDANCE

### Warren County Schools

<http://www.warrencountyesc.com>

1879 Deerfield Road · Lebanon, OH 45036 \* (513) 695-2900 · Fax (513) 695-2961

### County-Wide Attendance Policy

#### Documentation for time out of school

Generally, twelve (12) absences from school (time out of 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 (time out of school), 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 (time out of school, full or partial days) 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 (time out of school, full or partial days) 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.

#### **Tardiness/Early Dismissal**

Being punctual is an expectation that we have for all of our students. Any student arriving to school or their assigned seat in the classroom after 7:15A.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. Students that require an early dismissal must present a note from their parent/guardian/custodian to the school attendance office in the morning at the beginning of the school day. In all cases, a parent/guardian/custodian will be contacted to confirm and authorize the early release.

#### **Absences**

Students who miss school are required to have their parent/guardian contact the attendance office on or before 9:15A.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.

#### **Unexcused Absences from school: (time out of school full or partial days)**

The Ohio Revised Code define a student as being a 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 38 hours in one month or 65 hours in one school year of excused and or unexcused hours, a warning letter will be mailed to parent/guardian. The school, in compliance with Ohio Truancy Laws, has established the following intervention strategies to avoid unexcused hours, partial and full days, tardies and early dismissal.

If a student acquires 30 consecutive unexcused hours, or 42 hours unexcused hours from school 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-approval 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, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences and representative of the Juvenile Court.

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 an intervention plan for the child notwithstanding the absence of the parent/guardian.

If the student fails to comply with the Truancy Intervention Plan and meets the legal definition of habitual truant, charges will be filed in Warren County 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 (not counted against the eight (8) day rule).
- Appointments for court.
- Pre-approved absences (five (5) days per year approved in advance by the principal).
- 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.
- Emergencies and other reasons deemed good and sufficient by the principal.

### **Unexcused Absences and Tardies**

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.
- Working at a job during the school day without a proper work permit.
- Any form of recreation (unless pre-approved absence days). "I had a game last night."
- Personal business that can be done after school or on weekends.
- Babysitting. "Helping at home" or "Was needed at home."
- Senior pictures/portraits.

### **Medical Excuses**

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office or hospital examination by a physician, nurse practitioner, or physician assistant. Physicians, et. al., may only excuse absences or tardies to school for the specific date(s) the student was under his/her direct medical care - during which the student was medically unable to attend school. Excessive medical excuses may result in the school contacting the physician's office for additional medical documentation.

### **Military Provision**

Students may receive up to five (5) additional excused absences per school year for the purpose of attending the deployment or return of a military parent/sibling. These days shall be approved in advance by the principal and will not count against the normal excused absences provision. Additional days of excused absences may be approved by the principal in special circumstances.

### **Make-Up Work**

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

### **Truancy Defined**

Truancy is defined by Ohio Revised Code, Section 3313.609, as "any absence that is not excused."

### **Warren County Inter-School Attendance Agreement**

Student attendance records shall be maintained for students moving from one Warren County school district to another district within the county. This includes all provisions of this policy (excused/unexcused absences, steps in the truancy process, et. al.).

Little Miami Local Schools accepts the attendance policies and procedures of the partner school in regards to their students who attend (Little Miami Local Schools) Satellite Classes within their district. These policies and attendance documentation will be maintained at the partner school. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board. The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study

### **SCHOOL PROCEDURES FOR UNEXCUSED ABSENCES**

Little Miami High School will work closely with the Warren County Attendance Officer and the Warren County Juvenile Court system to address unexcused absences to school. The school will follow the consequences laid out in the Warren County Attendance Policy in cases of truancy.

### **TARDINESS TO SCHOOL**

Tardiness to school will be handled in the main office. If a student is late arriving at 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.

If a student arrives at school, but is late by less than 1.5 hours they will be charged with a tardy. If a student leaves school for less than 1.5 hours, they will be charged with an early dismissal. If a student arrives more than 1.5 hours late but with more than 1.5 hours left in the day, they will be charged with a half day absence. If a student arrives with less than 1.5 hours left in the day, they will be charged with a full absence. All times are calculated based on the official start and end times of the school day and do not include late arrivals or early dismissals.

### **COLLEGE VISITATION/JOB SHADOWING**

Students who plan to visit colleges to inspect the campus for future enrollment should arrange their visits through the School Counseling Office using the proper forms. College visits will be considered excused absences as long as the correct forms have been completed.

Juniors and seniors may have a total of three (3) days for college visits/job shadowing per year. Freshmen and Sophomores are allowed 3 job shadowing days per year. These days are counted as a part of the # of days permitted under the Warren County Attendance Policy. College days/Job Shadowing will not be granted just prior to or just after holiday vacations unless prior approval has been sought with the School Counseling Office. Students with attendance problems or low grade-point averages (1.75 or below) during the current school year may have their applications for an excused absence for college visitation/job shadow experience denied. Forms are available in the School Counseling Office. No college visits or job shadowing are permitted during the last three weeks of the year.

### **EARLY DISMISSALS FOR APPOINTMENTS**

Requests for early dismissal are to be turned in to the Main Office prior to the start of the school day. Early dismissals will be limited to four (4) each semester. The following information must be provided on an early dismissal request:



- Student name + Grade level + Date and time requested for early dismissal
- Phone number where parent/guardian can be reached during the school day
- Parent signature

Green early dismissal slips will be issued to the student. The green early dismissal slip should be turned in to the Main Office when the student signs out.

### **VACATIONS**

Parents are asked to plan family trips and vacations to correspond with the school calendar. If this is impossible, absences of one or two days will be excused, as are other legal absences, provided the requirements of a parental note or phone call is adhered to. Students missing three or more days, or missing any school just prior to or after a break, must submit a completed vacation form to the school administration for approval a minimum of one week before the scheduled vacation. To complete the form, students must take the form to all of their teachers for a signature and current grade. Students are responsible for securing any assignments and projects from their teachers and having them ready to be turned in upon their return to school. Previously assigned projects due while a student is away should be submitted to the teacher prior to the student leaving for vacation. Any homework, class performance or quiz not assigned before the student leaves for vacation should be made up within two (2) days of their return to school. The final decision will rest with the school administration.

### **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. Excused absences and tardies allow students to make up all missed class work, tests, and assignments. Students may not make up class work, tests, and assignments missed due to unexcused absences or tardies. The following guidelines will be utilized:

1. When an excused absence occurs, the student will be given the opportunity to make up any work he/she missed.
  - a. The responsibility rests with the student for making 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.

### **EXAM MAKE-UP POLICY**

1. Attendance is mandatory during exam week (1<sup>st</sup> semester and 2<sup>nd</sup> semester).
2. Exams missed during exam week require a doctor's note for make-up opportunities.
3. No exams may be taken early (prior to when the exam was given in class).

### **WITHDRAWAL FROM SCHOOL**

Should you need to withdraw a student from LMHS, please note the following information:

- Call the school office to let them know as early as possible that your child will be withdrawing (513-899-3781).
- A school official will contact you to explain the withdrawal procedures.
- All fees must be paid before your child's transcripts/grade cards can be sent to the new school.
- If your child plans to enroll in an online/community school (GOVS, OVA, etc) they have to be in attendance at LMHS until a release is received from the new school. If your child does not attend school, they will be marked absent unexcused.
- If enrolling in an online/community school, it is recommended that you complete the current semester to ensure that you will receive credit for those courses.

## **BUILDING USE**

Students may have access to the building (any in school district) before or after regular hours only when they are with an official school supervisor. Students may not be in the building or on campus waiting for an activity without being supervised by a staff member.

## **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 information, including Open Enrollment, is available 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.

## **CODE OF CONDUCT – LITTLE MIAMI HIGH 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 with 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 that 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 that 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 that 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 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, including those who have reached their 18th birthday, 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.

The Warren County Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of Little Miami High School and/or the Warren County Career Center. Consequently, conduct and/or involvement in an activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

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 purpose and intent of the code is to maintain an appropriate educational climate. The following behaviors as described in the 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, Saturday School, detention, in-school alternate assignment, 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 THE EDUCATIONAL CLIMATE**

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-alike 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, or gang hand signs; or participation 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/THREAT/UNAUTHORIZED TOUCHING/UNAUTHORIZED BODILY CONTACT**

Unauthorized touching and fights are treated more seriously in high school because the size and strength of older students increases the risks of serious harm to one or both parties. Unauthorized touching is considered as physical contact that is initiated against another student with the intent of doing harm to that individual. Unauthorized touching can result in an out-of-school suspension and possible charges. Returning unauthorized touching with physical force can be considered fighting and can be treated with an out of school suspension. 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)**

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

**□ THREATS: (USE OF DEADLY FORCE)**

- **CONSEQUENCE:** 1st Offense: 1-10 Day Suspension, possible recommendation for expulsion, possible charges filed. Application of consequences at any level of offense will remain at the discretion of the administration.

**□ UNAUTHORIZED TOUCHING/UNAUTHORIZED BODILY CONTACT: (STUDENT TO STUDENT)**

- **1st Offense:** 3 - 5 Day Suspension, possible charges and/or referral to court.
- **2nd Offense:** 5 - 10 Day Suspension
- **3rd Offense:** 10 Day Suspension, recommendation for expulsion
- Application of consequences at any level of offense will remain at the discretion of the administration.

**□ 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 Day suspension, recommended expulsion from school, charges filed with civil authorities.
- Application of consequences at any level of offense will remain at the discretion of the administration.

**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, lighters, matches, 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-alike weapons. (Look-alike weapons include-- but are not limited to-- paint ball guns, airsoft 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 Day Suspension, possible recommendation for expulsion
- **3rd Offense:** 10 Day Suspension, possible recommended expulsion from school
- Application of consequences at any level of offense will remain at the discretion of the administration.

**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 through 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.

**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, CYBERBULLYING, or HAZING**

No student shall use any gesture, or a 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. (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. This includes videos taken and or posted on social media.

- **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.

**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. Theft includes items from the cafeteria.

- **CONSEQUENCE:** Application of consequences at any level of offense will remain at the discretion of the administration and may include referral to 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.

**RULE 12: FAILURE TO SIGN IN OR SIGN OUT OF MAIN OFFICE**

All students must sign in or sign out in the main office when entering or leaving at irregular times. Signing in or out DOES NOT automatically excuse the student. Students must be on the early dismissal list or have permission from the administration to leave.

- **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 (including prescription drugs), ALCOHOL, TOBACCO, AND LOOK-ALIKE 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 OR CONCEALMENT OF DRUG INSTRUMENT OR PARAPHERNALIA OR**

**LOOK-ALIKE DRUGS**

- Paraphernalia includes hypodermic needles, roach clips, eyedropper, eye dropper bottles, etc; and look-alike drugs including 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.
- **1<sup>st</sup> Offense:** 1-5 Days Suspension
- **2<sup>nd</sup> Offense:** 10 Days Suspension, recommendation for expulsion.
- Application of consequences at any level of offense will remain at the discretion of the administration.

**☐ POSSESSION, USE, OR SHOWING SIGNS OR EVIDENCE OF USE OF CONSUMPTION OF DRUGS AND/OR ALCOHOL.**

- **1<sup>st</sup> Offense:** 10 Days Suspension, recommendation for expulsion
- Application of consequences at any level of offense will remain at the discretion of the administration.

**NOTE:** At the discretion of the building administration at Little Miami High School, the student may be reinstated if documented evidence is submitted to the principal or his/her 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 School Counseling 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 counseling and or rehabilitation for ONE TIME only as a means to avoid expulsion. If a student once again possesses, 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 amount 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-ALIKE DRUGS, VAPING OR SMOKING DEVICES, OR OVER- THE-COUNTER PILLS**

- **1<sup>st</sup> Offense:** 10 Days Suspension, recommendation for expulsion
- Application of consequences at any level of offense will remain at the discretion of the administration.

**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. This form will require signoff by a doctor for all medication to be consumed at school, including non-prescription medication. All medication must be kept in the main office.



**☐ POSSESSION, CONCEALMENT OR USE OF OVER-THE-COUNTER PILLS OR PRESCRIPTION MEDICATION**

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

**☐ POSSESSION, CONCEALMENT OR USE OF TOBACCO/TOBACCO**

**PRODUCTS/NICOTINE INSTRUMENTS OR ANY OTHER DRUG (including e-cigarette devices, vaporizers, Juul products, electronic hookah devices, etc)**

- **1<sup>st</sup> Offense:** 5 Day Suspension AND 1 Saturday School
- **2<sup>nd</sup> Offense:** 10 Day Suspension with Recommendation for Expulsion
- Application of consequences at any level of offense will remain at the discretion of the administration.

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

**(UNAUTHORIZED FIRE)**

- **1<sup>st</sup> Offense:** 1 Saturday School
- **2<sup>nd</sup> Offense:** 2 Saturday Schools
- **3<sup>rd</sup> Offense:** 1 Day Suspension
- Application of consequences at any level of offense will remain at the discretion of the administration.

**RULE 15: TARDY TO SCHOOL OR TARDY TO CLASS**

Students who are late to school must check in at 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 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 at class on time. Unexcused tardies to school or class will result in the following consequences:

- **TARDY TO SCHOOL/CLASS CONSEQUENCES** - Application of consequences at any level of offense will remain at the discretion of the administration.

**Tardy to School**

3 <sup>rd</sup>	Warning
5 <sup>th</sup>	60-minute after-school detention
7 <sup>th</sup>	Two 60-minute after-school detentions
9 <sup>th</sup>	Saturday School
10 <sup>th</sup>	Referral to Warren County Juvenile Courts

**Tardy to Class**

	Lunch Detention
	60-Minute After-School Detention
	Two 60 Minute After-School Detentions
	Saturday School
	Consequence as assigned by administration
11 <sup>th</sup>	Consequences as assigned by administration

FAILURE TO SERVE SATURDAY SCHOOL MAY RESULT IN ASSIGNING OF ISS OR OSS. FIVE UNEXCUSED TARDIES EQUALS 1 UNEXCUSED DAY ABSENT FOR THE PURPOSES OF THE WARREN COUNTY ATTENDANCE POLICY. **\*NOTE** - After eight (8) days of absence during the year, a student must provide a doctor's note in order to receive any additional excused tardies.

**RULE 16: OTHER CONDUCT**

A student shall not engage in any type of conduct not specifically set forth in the Student Code of Conduct that is harmful to the person or property of school personnel or other students, or conduct that 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's notice.

Each Occurrence: Teacher may reschedule or refer the student to the administration.

Application of consequences at any level of offense will remain at the discretion of the 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 2:30 PM unless attending or participating in a school-sponsored event or activity or under the direct supervision of a staff member, coach, sponsor or advisor. Students should not arrive at school in the morning prior to 7:00 AM unless they have morning detention or a scheduled appointment with a staff member or administrator.

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

**RULE 21: SEXUAL HARASSMENT**

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.

**RULE 22: SLEEPING IN CLASS**

No student shall sleep in class on a regular basis. It is the sincere hope of LMHS that all students arrive at school each day ready and eager to learn.

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

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

Career Center students are encouraged to utilize transportation provided by the Little Miami School District to and from the vocational school. Career Center students who elect to drive to school ARE NOT PERMITTED to transport home school students unless the appropriate parents sign a rider permission form and have it approved by the school administration. Students who ride a bus to and from LMHS are required to ride the Career Center bus to and from the vocational school. Career Center students authorized to transport home school students should remain in their cars unless they have business in the main office. The same Student Code of Conduct that is outlined in this handbook binds Career Center students.

Career Center students who operate their vehicles in an unsafe manner while in the home school parking lot may be denied access to the lot before and after school. No student may loiter on school grounds or in the school building before, during or after school hours.

Students may enter the building to conduct official business after 7:00 AM prior to the start of school and after 2:30 PM. Unless participating in a supervised activity, club, or sport, students must exit the building by 2:30 PM.

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

**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.

**RULE 25: GANG MEMBERSHIP AND/OR ACTIVE DISPLAYS OF GANG-RELATED BEHAVIOR**

This prohibition includes gang colors, clothing, tattoos, symbols, graffiti, artwork, organization 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.

**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. \*NOTE – Students are not permitted to leave the school campus during lunch.

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

**RULE 27: FALSIFYING OF INFORMATION/HONORS VIOLATION**

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, or 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 (ie. 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 possible loss of credit for the test, quiz, project, or assignment. (Teacher will notify parent/guardian **and** administrator)
- Application of consequences at this level will remain at the discretion of the administration.

**RULE 29: DRESS CODE FOR SENIOR HIGH 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 considered appropriate, reflecting ideals consistent with and promoting the realities of good education. 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: halters, midriff tops, crop tops, spaghetti strap tops, strapless tops, revealing and/or see-through tops, open-mesh garments, garments with open sides that expose skin or undergarments, tank tops, muscle tops. or any other top with oversized arm holes. Shoulders should be completely covered.
4. Lower garments are to be worn at the appropriate level (top of the hips) and cannot drag on 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 fingertips are permitted so long as these holes do not become safety hazards.
7. Patches, insignias, buttons, jewelry, clothing, or other items that include obscene, lewd or ambiguously lewd language, violent, gang, tobacco, or drug/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, e.g. confederate flag or 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. Blankets, bulky coats and trench coats may not be worn or used 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 not permitted in classrooms 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.

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

### **RULE 30: GENERAL POLICIES AND PROCEDURES**

1. 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 a pass.
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 their assigned locks.
7. Use of cameras during the school day is strictly prohibited, unless related to an approved curricular or extracurricular activity.
8. Skates, skateboards, Heelys, and other like items are not to be brought to school. Students bringing these items or using them during school hours will be subject to disciplinary measures.
9. The school does not take responsibility for missing or lost personal items.
10. 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 they may have been used in an activity prohibited by the Code of Conduct.
11. 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 – 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. 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 may be denied participation in future athletics or activities until restitution has been made. Students who have outstanding charges for equipment may 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 participants are expected to behave in a manner that reflects positively on the school and their team.** Behavior that 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 (including social media).
  - 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/advisers/teachers of the conflict as soon as they become aware of them.

## **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:

- a) 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;
- b) arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
- c) 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;
- d) sit in assigned seats (drivers have the right to assign a student to a seat);
- e) go directly to their assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
- f) observe classroom conduct, or the bus conduct established by administrators and transportation personnel and obey the driver promptly and respectfully;
- g) keep the vehicle clean and free of trip hazards;
- h) 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;
- i) 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);
- j) 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;
- k) be courteous to fellow students and to the driver;
- l) treat equipment as one would treat valuable furniture in their home (damage to the school vehicle is strictly forbidden);
- m) 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.
- n) 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.

### **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.

- a) If possible, the driver should resolve the problem.
- b) 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.
- c) Problems that cannot be resolved by measures specified above are referred to the Superintendent.
- d) The suspension of 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 April 26, 2022

### **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.

### **DISCIPLINE PROCEDURES**

#### **SATURDAY SCHOOL**

Will be used as an alternative plan to improve behavior without having students lose instructional time. Saturday schools are assigned in lieu of a school suspension. Students assigned to Saturday School will report to the scheduled classroom at the assigned time. Students arriving late will be considered absent. 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 Saturday School, failure to bring study materials, or failure to abide by the Student Code of Conduct may result in an out-of-school suspension.

#### **ALTERNATE SCHOOL ASSIGNMENT**

Removal from regular school activities may result when a student is in violation of the Disciplinary Policy. School administrators may offer or assign an alternate school assignment, which permits a student to attend school but be 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 ALTERNATE SCHOOL ASSIGNMENT**

1. Students 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. Teacher has a right to claim any item deemed disruptive.
5. No talking or passing notes.
6. Adhere to all reasonable requests of the Teacher.
7. Students are not permitted to leave the classroom outside of scheduled breaks.

The student must report to the alternate school assignment room as directed and remain there until released. Failure to comply with the above, and any other regulations of LMHS, may result in an out of school suspension.



## **AFTER SCHOOL DETENTION**

Detention may be used as a consequence for violations of the school code of conduct. Detention will meet daily from 2:20-3:20. Students arriving after the assigned time will not be admitted and will be considered absent from detention.

Students must be engaged in school work during the detention period and will conduct themselves in accordance with the School Code of Conduct. Failure to attend detention, failure to bring study materials, or failure to abide by the Student Code of Conduct will result in appropriate additional consequences at the discretion of the school administration. Such violations by Junior and Senior students may result in denied or revoked parking privileges at the discretion of the administration. The staff member assigning the detention will contact parents, but it is the student's responsibility to inform their parents and arrange for transportation.

Students with an excused absence from their detention will receive a rescheduled detention. If inclement weather causes school to be delayed or canceled, students will attend detention when school reconvenes. Failure to serve detention on the assigned date will result in further consequences.

## **OUT OF SCHOOL SUSPENSION**

The Assistant Principal, Associate 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 may be made up for at least partial credit. 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.

## **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 comes to the school to pick up your child, a faxed or written note must be given to the office before the student is released if their name is not on the emergency medical form. ID will be required to sign out a student.

## **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.

## **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 website, and the district calling system will be used. Emergency closing/delay information is also posted on the school web site at [www.littlemiamischools.com](http://www.littlemiamischools.com).

## **FEES AND FINES**

Outstanding fees and fines must be paid prior to the opening of school. 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.

Fees are charged in courses to cover consumable materials, workbooks, etc.

1. Fees will be collected each semester. A fee sheet will be sent home with progress reports each semester. Parents are asked to mail their checks to: Little Miami High School, 3001 E. US 22-3, Morrow, Ohio 45152 – Attn: Fees.
2. Senior, Junior, and Sophomore students with parking permits may have those permits denied at the end of each semester if their fees have not been paid.
3. Students who fail to pay fees, fines and fund-raising monies may be denied the opportunity to participate in the extracurricular and class or student government-sponsored assemblies, dances, rallies, etc.
4. Students will not be granted a diploma unless all fees are paid.

## **GRADING POLICY**

### **GRADE SCALE**

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

## **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.

## **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.

## **WEIGHTED GRADE POLICY (BOARD POLICY IKC)**

The Board has developed the following policy regarding weighted grades for students in the District. Weighted classes will receive a .050 add-on per ½ unit of credit or .10 add-on per 1 unit of high school credit.

All honors and advanced placement courses will receive an add-on weight with a passing grade.

College Credit Plus courses will be weighted IF the corresponding course at LMHS is weighted.

Students enrolling in an Advanced Placement course must take the Advanced Placement exam in that discipline.

## **STUDY HALL EXPECTATIONS**

1. Bring all materials to study hall. You will not be permitted to leave the room. Students should go to their locker and the restroom before study hall.
2. You will sit in your assigned seat and be seated when the bell rings. Seats will be assigned by alphabetical order.
3. All students must have something to work on during study hall. This can be class work or reading materials.
4. Talking is not permitted. If you need assistance from another student, you must get permission from the study hall monitor and have a pass from the teacher who assigned the group work.
5. Headphones must be maintained at a level that does not disturb other students. The monitor may ask you to remove them at any time. Sharing headphones is not permitted.

6. Food and drink (except water) are not permitted in study hall.  
 7. The study hall monitor will complete weekly grade checks and student conferences as needed.  
 The guidelines listed above are not meant to be all-inclusive and may be amended at the discretion of the Study Hall monitor with approval from the administration.

### SCHOOL COUNSELING SERVICES

School counseling services are provided by four full-time counselors. If a student needs to see his/her assigned counselor, he/she must sign up in the School Counseling Office during a class change or before school, and the counselor will send a pass for the student to come to the School Counseling Office at the designated time. In addition to personal counseling, counselors can help you with matters pertaining to scheduling, class changes, grades, testing, vocational education and college. A specific counselor will be officially responsible for your academic record. Yearlong courses may not be dropped after scheduling. Dropped classes will result in a withdrawal/fail on the student's transcript.

#### Mental Health Consultants

- Crystal Allred – Office at LM Elementary (Serves grades PK – 5)
- Lori Kees – Office at LM Middle School (Serves grades 6 – 8)
- Meredith Reuscher – Office at LM High School (Serves grades 9 – 12)
- Amy Anderson – Office at LM High School (Serves grades 9 – 12)

Central point of contact for all mental health services as referred by the district for triage. Assesses and determines appropriate services for each student referred by the school counselor. Provides mental health consultation to administration, staff, and families served by the district. Provides district wide crisis intervention services and monitors the students in the district with the highest level of needs and severity of symptoms. Completes referrals for individual therapy for students that require a treatment plan with our partner agency. The MHC is also available to provide consultation and professional development to staff in order to improve the support and management of students with mental health concerns in the academic environment.

### **LITTLE MIAMI HIGH SCHOOL CURRICULUM REQUIREMENTS**

<b>Subject</b>	<b>Credits</b>
English Language Arts	4.0
Mathematics (must include Algebra II)	4.0
Science (must include Physical Science, Biology, and an advanced science)	3.0
Social Studies (must include American History, American Government, and Economics)	3.0
Health (must be completed sophomore year grade year)	0.5
Physical Education (must be completed freshman year)	0.5
Fine Arts	1.0
Electives (foreign language, fine arts, business, career-technical education, technology, AFJROTC, English, math, science, or social studies)	4.0
<b>Total Minimum Requirements for Graduation</b>	<b>20.0</b>

\*Refer to the LMHS Course guide for more information on graduation requirements and for more information on Warren County Career Center graduation requirements.

PE classes such as Dance Fit & Yoga, Fitness & Conditioning, and Kinesiology & Fitness do not fulfill elective requirements.

World Language is not required for graduation from Little Miami High School, *but it is recommended by 4 year colleges and universities*. Students must have at least four credits in Mathematics, including a course equivalent to Algebra I (moved from below).

Seniors must complete 12 hours of Community Service. A maximum of 6 hours may be earned for each activity. *A Community Service form must be completed for each experience. Forms are available in the School Counseling Office or in room 230.*

*\*Early Graduates must earn 6 hours of Community Service.*

Freshman students will have the opportunity to visit Wilmington College and sophomore students will have the opportunity to visit the Warren County Career Center as part of the school's career plan and the individual's Student Success Plan.

Credit may be awarded for participation in Athletics at the High School. A student who has participated in Marching Band for two full years, or a sport/multiple sports for two (2) complete seasons may apply for the PE Option. It is the responsibility of the student to complete and submit the necessary form to the Athletic Director, Band Director, or AFJROTC teachers at the end of the 2<sup>nd</sup> Sport/Band/AFJROTC season/class/year. Students cannot combine PE classes and the PE Option.

Additional requirements for graduation include:

1. Students will not be granted a diploma unless all fees are paid.
2. Summer school credits are accepted toward graduation, provided that administrative approval has been given prior to registration for the course.
3. In order for a home-educated student to be considered for a Little Miami High School diploma, he/she must be in attendance at the high school for a minimum of their final semester of their senior year.

The Board assumes at the time of graduation each student has fulfilled all academic and financial obligations. A good school record, scholastic and otherwise, is the best recommendation an applicant can offer, either for college admission or for a job. A record of good personal behavior and cooperation is expected.

### **POLICY FOR CLASS CHANGES/WITHDRAWALS IN THE HIGH SCHOOL**

Counselors and teachers offer course selection assistance each school year. The scheduling process for the following school year will begin during the second semester of the current school year. Class selections will be final in the spring semester prior to the start of the new school year. Dropping a year-long course can result in a withdrawal fail and students may NOT drop a class required for graduation.

### **POLICY FOR REGISTRATION FOR HIGH SCHOOL CLASSES**

1. Any students registering for a course requiring teacher recommendation must secure the signature of their current teacher in that subject area. Advanced Placement (AP) and Honors courses require the signature of the AP or Honors instructor.
2. If a student wishes to take a class for which he/she has not been recommended, the parent(s) must submit a written request to the School Counseling Department. The request must make it clear the student will not be permitted to change his/her schedule once the parental request has been honored. Dropped classes will result in a withdrawal/fail on the student's transcript.
3. Counselors will use various test results to help make placement decisions during course registration.

### **CAREER PLANNING**

Naviance is a college and career planning website that allows students to search for colleges, take career assessments, and manage the college application process. Students will create a Student Success Plan to help navigate their high school academics and plan for post-secondary options as early as their freshman year. You can access Naviance by visiting

<https://student.naviance.com/littlemhs>.

For additional information on career planning, students are also encouraged to visit

<https://ohiomeansjobs.ohio.gov/home>.

### **COLLEGE CREDIT PLUS (CCP)**

Qualified students in grades 7-12 can enroll in college courses in lieu of high school courses and may be taken for college and high school credit. All incomplete college classes will result in an F on the student's high school transcript.

Students interested in CCP must attend a LMHS or local college CCP informational training and have their CCP paperwork to their counselor by April 1, 2024.

### **HEALTH AND ACCIDENT PROCEDURES**

A student who feels ill must secure a hall pass from their classroom teacher and report to the clinic. If there is a reason to be sent home, parents will be informed and the nurse will authorize the sign-out. Students are expected to come to the office in order to call home.

### **LOCKERS AND SEARCHES**

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 and the school DOES NOT assume responsibility for any students' possessions, including money, textbooks, and valuables. A \$5 fee will be placed on all students' fees for a padlock rental. Personal locks are not permitted and will be removed.

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.

### **POLICIES-LITTLE MIAMI LOCAL SCHOOL DISTRICT**

#### **ANTI HARASSMENT/BULLYING/DATING VIOLENCE POLICY (JFCF)**

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.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

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

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

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

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying. Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence.

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.

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.

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.

#### **ADMINISTRATION OF MEDICATION AT SCHOOL POLICY (JHCD)**

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following:

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensing of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.

4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
7. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.
8. Medical marijuana is not allowed on school property.
9. CBD oil of any kind is prohibited on school property.

### **Inhalers for Asthma**

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

A student must have written approval from a physician and parent or other caretaker to possess the inhaler. The principal and/or the school nurse must have received copies of these required written approvals.

### **Epinephrine Auto injectors**

Students are permitted to carry and use an epinephrine auto injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epi-pen is permitted if the student has written approval from the prescriber of the medication and his/her parent, if a minor. Written approval must be on file with the principal and school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

### **Diabetes Medication**

If a student's physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

## **GIFTED STUDENT IDENTIFICATION AND SCREENING BOARD POLICY**

Children who are gifted are identified annually by qualified professionals using a variety of assessment procedures. The Board encourages efforts to provide services for the children who are gifted as an integral part of the total kindergarten through grade 12 program.

### Identification

The District follows the identification eligibility criteria as specified in the Ohio Revised Code and the Ohio Administrative Code.

1. The District identifies children of the District, in grades kindergarten through 12, as gifted children who perform at remarkably high levels of accomplishment when compared to other children of the same age, experience and environment, as identified under the Ohio Revised Code and Ohio Administrative Code.

Accordingly, a child can be identified as exhibiting: A. superior cognitive ability; B. specific academic ability in one or more of the following content areas: 1) mathematics; 2) science; 3) reading, writing or a combination of these skills and/or 4) social studies; C. creative thinking ability and/or D. visual or performing arts ability such as drawing, painting, sculpting, music, dance or drama.

2. The District uses only those instruments approved by the Ohio Department of Education for screening, assessment and identification of children who are gifted.

District Plan for Identifying Gifted Students: The District adopts and submits to the Ohio Department of Education a plan for the screening, assessment and identification of children who are gifted. Any revisions to the District plan are submitted to the Ohio Department of Education for approval. The identification plan includes the following:

1. the criteria and methods the District uses to screen and select children for further assessment who perform or show potential for performing at remarkably high levels of accomplishment in one of the gifted areas;
2. the sources of assessment data the District uses to select children for further testing and an explanation to parents/guardians of the multiple assessment instruments required to identify children who are gifted;
3. an explanation for parents/guardians of the methods the District uses to ensure equal access to screening and further assessment by all District children, culturally and linguistically diverse children, children from low socio-economic backgrounds, children with disabilities and children for whom English is a second language;
4. the process of notifying parents/guardians regarding all policies and procedures concerning the screening, assessment and identification of children who are gifted;
5. an opportunity for parents/guardians to appeal any decision about the results of any screening procedure or assessment, the scheduling of children for assessment or the placement of a student in any program or for receipt of services;
6. procedures for the assessment of children who transfer into the District;
7. at least two opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents or other children and
8. an explanation that the District accepts scores on assessment instruments approved for use by the Ohio Department of Education that are provided by other school districts and trained personnel outside the District.

The District's plan may provide for the District to contract with any qualified public or private service provider to provide screening or assessment services under the plan.



Gifted education coordinators provide the District with assistance in placing students, designing services, consulting on strategic planning, evaluating services on an ongoing basis and eliciting input from parents and staff.

### **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 which 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.
16. 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 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-prescription 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 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.

### **EDUCATION/PREVENTION (IGAG)**

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.

### **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.

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

### **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 for full text)

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.
- b. 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.
- c. Removal of a student from curricular or extracurricular 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 extracurricular activities.
2. Damage to school property.
3. Damage to private property.
4. Assault.
5. Dangerous weapons and instruments.
6. Narcotics, drugs, alcoholic beverages, or 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 communication.
13. Repeated violation of minor misconduct rules.
14. Refusing to abide by a punishment.

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

### **Student Records**

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 enroll 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 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.)

STUDENT'S:

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

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 to the board.

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.

### **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.

### **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.

### **SENIOR SERVICE LEARNING**

The District believes senior service learning (SSL) is an important experience in senior students lives. SSL is any pre-approved, voluntary work, service, or awareness for which pay is not commensurate with the service, nor is attendance pursuant to meeting another requirement. Seniors must complete a total of 12 hours of school/community service as a part of American Government class (not required of WCCC students). A list of volunteer opportunities in the Warren County area has been developed for students. See the SSL supervisor (Ms. Stein) for more details.

### Expectations

1. The 12-hour requirement can be done at one time or may be broken up by quarters. No more than 6 hours of volunteer work can be done in one place.
2. Volunteer work must be pre-approved in school or in the community.
3. Summer: Volunteer work done over the summer will be counted if it meets the requirements.
4. The supervisor should put his/her title, position, phone number, and signature, etc. on the proper form.
5. The following are examples of accepted school/community service hours:  
 Student aides - Working at graduation - Litter control - Nursing home  
 Recycling - Toys for Tots - Peer tutoring - Hospital volunteer work  
 Full Circle Group - Giving blood - Big Brother/Big Sister - PAWS activities  
 D.A.R.E. - Poll workers - Red Cross/United Way – Church-sponsored activities with a group

### **STUDENT AIDES**

See Aide Forms available from Study Hall teachers for information.

### **STUDENT DRIVING**

Only students who secure a valid school parking permit are allowed to drive to school for safety and supervision purposes. Student parking privileges will be open to all students in grades 10-12.

**Students may apply for parking passes in the main office.**

**\*Juniors & Seniors can purchase full-year \$50 parking passes beginning July 31, 2023.** All other grade levels can purchase parking passes beginning August 7, 2023; if available. Partial-year parking passes can be purchased after January 2, 2024 for \$30.

All applications must be completed in full and accompanied by the appropriate fee. Student drivers must: 1) have earned credits appropriate to their class standing, 2) have no outstanding fees from previous years, 3) show a valid Ohio driver's license at the time of application, and 4) purchase their parking tag before the first day of school in order to drive.

**Students who owe fees or are credit-deficient in relation to their graduation class will not be granted a parking permit. Permit holders with unpaid fees at the end of 1<sup>st</sup> semester may have their permit privileges denied until fees are paid. Non-permit holders who repeatedly drive to school will be subject to school consequences for insubordination and run the risk of their vehicle being towed at the car owner's expense.**

Parking in the school student parking lot is a privilege that may be denied or revoked for various rule infractions including but not limited to the following:

1. Failure to pay school fees
2. Repeated school/class tardiness or truancy
3. Reckless operation or license suspension
4. Exhibiting unsafe driving practices (i.e., speeding, failing to obey parking lot supervisor, squealing tires)
5. Repeated warnings for loud music
6. Parking in an unauthorized area (i.e., teacher parking lot). Loitering in car before or after school
7. Failure to serve detention or Saturday School
8. Transferring a parking pass to another student
9. Other violations of the Student Code of Conduct or guidelines set forth in Parking Permit application
  - o **First Offense** – denial of permit privileges for remainder of semester
  - o **Second Offense** - permit revoked for the remainder of school year

### **WORK PERMIT INFORMATION**

Students needing a work permit will need to complete a minor work permit application, 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 high school office from 8:00 AM- 3:30PM during the school year and from 8:00 AM-3:00 PM during the summer. During the school year, work permits may take up to two days to be processed.

### **OFF CAMPUS CONDUCT**

Misconduct against a school official or employee or the property of such a person regardless of where it occurs: Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials, employees, or other students. Examples of misconduct include but are not limited to vandalism, destruction of property, harassment (of any type), and assault (verbal or physical). Misconduct by a pupil that occurs off of school property but is connected to activities or incidents that occurred on property owned or controlled by the District:

Students may be subject to discipline for their misconduct, even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Code of Conduct.

**INTERROGATION OF STUDENTS BY LAW ENFORCEMENT**

The District is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the district believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property. Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning. If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.