



# **Indian Hill Primary School**

## ***PARENT-STUDENT HANDBOOK 2018-2019***

6207 DRAKE ROAD  
CINCINNATI, OHIO 45243  
513.272.4754  
<http://www.indianhillschools.org/ps>

## TABLE OF CONTENTS

Topic	Page #	Board Policy
<b>HANDBOOK INTRODUCTION</b>		
FOREWORD	1	
MISSION OF THE SCHOOL	1	
EQUAL EDUCATION OPPORTUNITY	1	2260
SCHOOL SAFETY LINE	1	
VISION, MISSION, VALUES	2	
STRATEGIC PLAN	2	
SCHOOL CALENDAR	3	
PRIMARY SCHOOL FACULTY	4-5	
<b>SECTION 1 – GENERAL INFORMATION</b>		
ADVERTISING OUTSIDE ACTIVITIES	6	5722, 9700
AFTER SCHOOL PLANS	6	
BIRTHDAY CELEBRATIONS	6	
CAR RIDER LINE	6	
CHILDREN AND YOUTH IN FOSTER CARE	7	5111.03
CONTACT THE SCHOOL WHEN...	7	
DRIVING ON SCHOOL GROUNDS	7	
EARLY DISMISSAL	7	
EMERGENCY CLOSING AND DELAYS	8	
EMERGENCY MEDICAL AUTHORIZATION	8	
ENRICHMENT CONTINUUM	8	
ENROLLING IN THE SCHOOL	9-10	5111
FIRE, TORNADO, AND SAFETY DRILLS	10	
FOOD USE EXPECTATIONS	10-12	
HEALTH INFORMATION	12-14	8450, 8453, 8453.02
HOMELESS STUDENTS	15	5111.01
INJURY AND ILLNESS	15	
LOST AND FOUND	15	
MEAL SERVICE	16-17	8500, 8531
OUTDOOR RECESS	17	
PHYSICAL EDUCATION	17	
PREPAREDNESS FOR TOXIC...	17	8431
PROTECTION AND PRIVACY OF STUDENT RECORDS	17-20	8330
RESPONSIVE CLASSROOM	20-21	
SAFETY AND SECURITY	21	
SCHEDULING AND ASSIGNMENT OF CLASSROOM	21	
SCHOOL ACCIDENTS	21-22	
SCHOOL DAY TIMES	22	
STUDENT FEES AND FINES	22	6152, 6152.01
STUDENT FUNDRAISING	22-23	5830
STUDENT RESPONSIBILITIES	23	
STUDENT VALUABLES	23	
STUDENT WELL BEING	23-24	

STUDENTS WITH DISABILITIES	24	2460
USE OF OFFICE TELEPHONES	24	
USE OF WIRELESS COMMUNICATION DEVICES	24	5136
VISITORS TO THE BUILDING	25	9150
WITHDRAWAL/TRANSFER FROM SCHOOL	25	5130
<b>SECTION 2 – ACADEMICS</b>		
CLASSROOM CONFIGURATIONS	26	
COMPUTER TECHNOLOGY AND NETWORKS	26 – 31	7540
FIELD TRIPS	31	2340
GRADES	32	5421
GRADING PERIODS	32	
HOMEWORK	32-33	2330
PROMOTION, ACCELERATION AND RETENTION	33-34	5410
PUBLIC SCHOOL CHOICE OPTIONS	34	
RECOGNITION OF STUDENT ACHIEVEMENT	34-35	5451
STUDENT ASSESSMENT	35	2623
TRANSMISSION OF RECORDS AND OTHER COMMUNICATION	36	
<b>SECTION 3 – STUDENT ACTIVITIES</b>		
SCHOOL SPONSORED CLUBS	36	2430
NONSCHOOL-SPONSORED CLUBS	36	
<b>SECTION 4 – STUDENT CONDUCT</b>		
ATTENDANCE	37-39	5200
BEHAVIOR PLAN	39 – 40	
BULLYING, HARASSMENT AND INTIMIDATION	40 – 44	5517.01
CODE OF CONDUCT	45 – 46	5500
DISCIPLINE AND BEHAVIORAL EXPECTATIONS	46 – 53	
DRESS AND GROOMING	47	
DUE PROCESS	47 - 51	
GANGS	52	
STUDENT DISCIPLINE CODE	53 – 61	3217, 5500, 5516, 5517, 5600, 5610, 5610.01
ZERO TOLERANCE	62	5600
<b>SECTION 5 – TRANSPORTATION</b>		
BUS TRANSPORTATION TO SCHOOL	63	8600
CONDUCT	63 – 64	
VIDEOTAPES ON SCHOOL BUS	64	8600

PENALTIES FOR INFRACTIONS	65	5610, 5610.04
TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLES	65	8660
BUS DISCIPLINE PROCEDURES	65 – 66	
<b>ADDITIONAL POLICIES</b>	67	

<b>NOTE:</b>	<p>This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was posted in June 2018. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: <a href="http://www.indianhillschools.org">www.indianhillschools.org</a> by clicking on "About" tab, "Board of Education" tab and finding the specific policy or administrative guideline in the Table of Contents for that section.</p>
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Student Handbook  
for the  
INDIAN HILL PRIMARY SCHOOL  
PRINCIPAL'S MESSAGE

Dear Primary School Families,

Welcome to the Indian Hill Primary School. Please review the information in this booklet so that you can become familiar with our the policies, rules and procedures that help our school run smoothly.

The staff and I are eager to know our students and their families. We are proud of our school and welcome the opportunity to share information about the Indian Hill Primary School, the curriculum, and our expectations with you.

If at any time you have particular concerns or questions, please do not hesitate to contact me.

Sincerely,

Jim Nichols  
Principal

## **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. 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 as of June 2018. If any of the policies or administrative guidelines referenced herein are revised after June 2018, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

## **MISSION OF THE SCHOOL**

The Indian Hill Exempted Village School District provides exceptional educational services to ensure the intellectual development, personal growth, and social responsibility of each student.

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Mark Ault  
Assistant Superintendent of Administrative Operations  
513.272.4500

Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## **School Safety Line**

844-SAFEROH, 844-723-3764

## Our Vision, Mission & Values



**Vision:** Enduring Excellence in Learning, Leadership, Innovation & Service

**Mission:** The Indian Hill Exempted Village School District provides exceptional educational services to ensure the intellectual development, personal growth, and social responsibility of each student.

**Values:**

- Commitment to Excellence
- Collaborative Relationships
- Community Engagement
- Continuous Improvement

**Indian Hill Strategic Plan** – The G.O.L.D Strategic Plan for Transformational Excellence Features four strategic focus areas:

- Global Competence
- Collaborative Relationships Operational Efficiency & Effectiveness
- Learning Based Culture
- Dynamic Stakeholder Engagement



## **2018-2019 SCHOOL YEAR CALENDAR**

<b><i>Staff Development Day</i></b>	<b><i>August 14, 2018</i></b>
<b><i>Teacher Workday</i></b>	<b><i>August 15</i></b>
<b><i>First Day for Students (First &amp; Second Grade)</i></b>	<b><i>August 16</i></b>
<b><i>Kindergarten Interviews (By appointment)</i></b>	<b><i>August 16 and 17</i></b>
<b><i>First Day for Kindergarten Students</i></b>	<b><i>August 20</i></b>
<b><i>Staff Development Day</i></b>	<b><i>August 31</i></b>
<b><i>Labor Day - NO SCHOOL</i></b>	<b><i>September 3</i></b>
<b><i>Staff Development - NO SCHOOL</i></b>	<b><i>October 12</i></b>
<b><i>NO SCHOOL</i></b>	<b><i>October 15</i></b>
<b><i>Conference Day - NO SCHOOL</i></b>	<b><i>October 26</i></b>
<b><i>Conference Exchange Day - NO SCHOOL</i></b>	<b><i>November 21</i></b>
<b><i>Thanksgiving Day - NO SCHOOL</i></b>	<b><i>November 22</i></b>
<b><i>Thanksgiving Recess - NO SCHOOL</i></b>	<b><i>November 23</i></b>
<b><i>Winter Recess Begins</i></b>	<b><i>December 24</i></b>
<b><i>School Reopens</i></b>	<b><i>January 7, 2019</i></b>
<b><i>Martin Luther King Day - NO SCHOOL</i></b>	<b><i>January 21</i></b>
<b><i>Staff Development Day - NO SCHOOL</i></b>	<b><i>February 15</i></b>
<b><i>Presidents' Day - NO SCHOOL</i></b>	<b><i>February 18</i></b>
<b><i>Conferences NO SCHOOL (K-5 Only)</i></b>	<b><i>March 15</i></b>
<b><i>Spring Recess Begins</i></b>	<b><i>March 25</i></b>
<b><i>School Reopens (Tuesday)</i></b>	<b><i>April 2</i></b>
<b><i>Memorial Day - NO SCHOOL</i></b>	<b><i>May 27</i></b>
<b><i>Last Day for Students</i></b>	<b><i>May 30</i></b>
<b><i>Last Day for Teachers</i></b>	<b><i>May 31</i></b>

## **2018-19 Primary School Faculty**

<b>Principal:</b>	Mr. Jim Nichols	Office
<b>Assistant Principal:</b>	Mrs. Erin Owens	Office
<b>Kindergarten:</b>	Mrs. Becky Stevens	Room 100
	Mrs. Amy Lichey	Room 101
	Mrs. Kate Zink	Room 102
	Mrs. Liz Smallwood	Room 103
		Room 104
	Mrs. Dana Snyder	Room 115
	Ms. Cheryl Ventresca	Room 117
<b>Grade One:</b>	Mrs. Amy Arnold	Room 107
	Mrs. Lindsey Phelps	Room 206
	Mrs. Michelle Sweeney	Room 207
	Mrs. Jill Kurtz	Room 108
	Ms. Heather Hardesty	Room 116
	Mrs. Andi McCoy	Room 216
	Mrs. Tami Miller	Room 217
<b>Grade Two:</b>	Mrs. Jennifer Theiss	Room 209
	Mrs. Amy Campa	Room 109
	Ms. Char Yarnell	Room 214
	Ms. Elizabeth Ruebusch	Room 114
	Mrs. Rosa Jason	Room 212
	Miss Leslie Lakamp	Room 211
<b>Music:</b>	Ms. Barbara Watson	Auditorium
<b>Physical Education:</b>	Mr. Martin Majchszak	Gym
<b>Media Specialist:</b>	Mrs. Jen Anders	Room 105
<b>Media Aide</b>	Mrs. Carrie Bruscato	Room 105
<b>Technology Aide:</b>		
<b>Intervention Specialist:</b>	Mrs. Cristina Smith	Room 113
	Mrs. Sarah Meinberg	Room 111
	Mrs. Megan Gattermeyer	Room 109
<b>Speech/Language Pathologist:</b>	Mrs. Rebecca Bachman	Room 118
<b>Counselor:</b>	Mrs. Jenn Oden	Room 120
<b>ESOL</b>	Mrs. Monica Gibson	Room 124
<b>Psychologist</b>	Dr. Janie Gardner	Room 120
	Mrs. Sarah Meinberg	Room 206
<b>Reading/Math Specialist:</b>	Mrs. Pam Marshall	Room 210
	Mrs. Sue Speno	Room 213
<b>Spanish:</b>	Mrs. Barb Danver	Room 106
<b>Gifted Education:</b>	Mrs. Monica Dawkins	Room 208
<b>Art:</b>	Mrs. Lauren Girdler	Room 98
<b>Paraprofessional:</b>	Mr. Julius King	
	Mrs. Sharon Watt	
	Mrs. Amy Estepp	
	Mrs. Ann Powers	
	Ms. Lauren Cocola	

<b>Health Room Aide:</b>	Mrs. Judy Neff	Office
<b>Secretary:</b>	Mrs. Katie Mileham	Office
		Office
<b>IHECC Teacher</b>	Mrs. Maureen Abel	Room 99
<b>IHECC Assistant</b>		Room 99
<b>Day Custodian:</b>	Mr. Marshall Eberly	
<b>Evening Custodians</b>	Mrs. Jean Goble	
	Mrs. Cheryl Walker	

## **SECTION I - GENERAL INFORMATION**

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

### **AFTER SCHOOL PLANS**

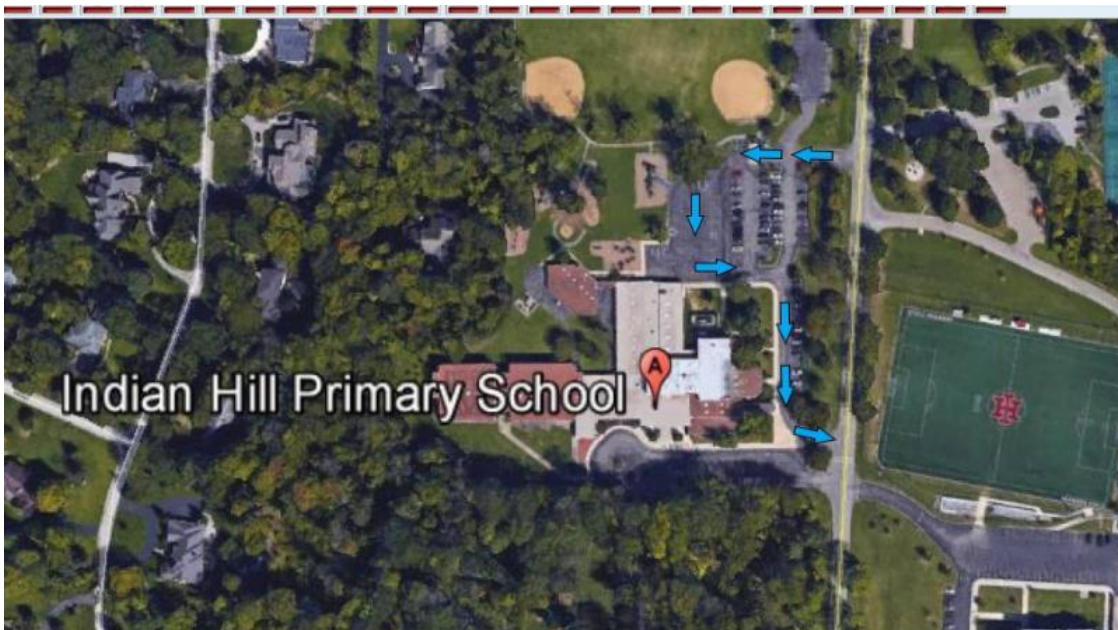
If you are changing a student's end of day dismissal procedure you must send a note to school. Please do not send an email or leave a voicemail as teachers do not always have an opportunity to check these communication tools during the day. If you have forgotten to send a note, use Pickup Patrol or plans change during the day please contact the office at 272.4754 or you can make changes in Pickup Patrol up until 1 hour before dismissal.

### **BIRTHDAY CELEBRATIONS**

Birthdays are very special days for students. We acknowledge every child's birthday during the school year, and summer birthdays on the half year (ex., August 1 birthday is recognized on Feb. 1). You may bring only small non-food items if you choose for your child to share something on his/her birthday (erasers, sticker, note pads, etc.). If you would like to bring a birthday treat for your child's birthday (ex., a cupcake), it must only be for your child and must be eaten at lunch time in the lunchroom. Please note that parents may not bring birthday treats for sharing with children other than their own.

### **CAR RIDER LINE**

Just a reminder for our 1st and 2nd grade car rider line: please pull through the playground and get in the line in the morning and afternoon. This helps keep students safe and avoid backing up traffic onto Drake Road.



## **CHILDREN AND YOUTH IN FOSTER CARE**

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

## **CONTACT THE SCHOOL**

It would be very helpful if parents would contact the school when any of the following things happen:

1. Address Or Phone Change -- If your address or phone number should change throughout the year, please notify the school office as soon as possible.
2. Family Status Change -- If there is a change in the marital status of the parents or custody arrangements, please provide this information to the school office.
3. Contagious Disease -- If your child should become ill with a contagious disease, the school office should be notified.
4. Withdrawal From School -- The school office should be notified as soon as possible if you plan to withdraw your child from school.
5. Parent-Teacher Conference -- If you believe that a conference with a teacher is needed, please call the school office to make arrangements or call the office to receive an individual teacher's voice mail number.
6. Other -- Please contact the school office regarding any school-related matter that is of concern to you.
7. Each teacher has a voice mail number that will be provided to parents at the beginning of the school year. Teachers check their voice mail for messages at the end of each school day. When it is necessary to get an urgent message to a teacher, parents need to contact the school office (272- 4754) for immediate assistance.

## **DRIVING ON SCHOOL GROUNDS**

The South parking lot, closest to South Clippinger, is reserved for bus traffic only between 8 a.m. and 4 p.m. Parents who drop off or pick up their children must use the one-way circular drive in front of the building. Cars may not be left unattended in this driveway because of fire lane regulations. If you need to enter the building for any reason, please park in the lined parking spaces provided in the lots closest to the playground and adjacent baseball field. Your cooperation with this procedure when visiting the Primary School will be greatly appreciated and will help to maintain a safe and orderly flow of traffic.

Please note that some parking spaces are reserved only for teachers and staff who travel among the schools. Your cooperation is appreciated.

## **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written

permission note signed by the custodial parent(s) or guardian. Please use Pickup Patrol to help with end of day transportation needs.

### **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify radio and television stations:

- Information concerning school closings or delays can also be found on the School's web page at [www.indianhillschools.org](http://www.indianhillschools.org).
- Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number and emails on file.

Parents and students are responsible for knowing about emergency closings and delays.

### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

### **ENRICHMENT CONTINUUM**

The Primary School offers a continuum of enrichment services to meet the needs of students in a variety of ways.

The gifted education specialist, Mrs. Monica Dawkins, consults with K-2 classroom teachers, collaborates and co-teaches with them to further enrich the grade-level curriculum for individual students as needed. In addition, specific opportunities for qualifying students include Math and Reading Enrichment for K, 1<sup>st</sup>, 2<sup>nd</sup> grade and the Discovery Class Program (2<sup>nd</sup> graders).

The Discovery Class (DC) program is a resource center pullout program for formally identified gifted second graders. It provides a learning experience in which individual exploration and problem-solving are encouraged and guided, and where students can think together, benefiting from working with other gifted children. Student goals include critical and creative thinking, problem-solving, unique investigations, and academic self-discipline.

Together these programs offer a menu of educational options which provide additional challenge to the rich classroom experiences provided within each kindergarten, first, and second grade classroom.

The Primary School enrichment teacher will be happy to answer questions regarding any of the above mentioned programs.

## **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside.

- unless enrolling under the District's open enrollment policy.
- unless enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

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

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DYS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of a special internal siren. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted three times per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### **FOOD USE EXPECTATIONS**

#### **Food Allergy Management Plan**

The purpose of this plan is to maintain a safe environment for students with food allergies and to support parents regarding food allergy management. In order to implement this Plan, the administrative team (Superintendent, Assistant Superintendent, Director of Pupil Services, and building principals) developed a food allergy plan in conjunction with parents, the school district nurse, school health specialists, school employees, school volunteers, students, and community members.

The plan includes, but is not limited to, school-wide training programs regarding food allergy education, strategies to identify students with life-threatening food allergies, avoidance measures, emergency procedures, typical symptoms, and dosing instructions for medications when needed. The Plan also identifies responsibilities for school staff including administration, health specialists, teachers, transportation, coaches and club advisors, parents, and students with food allergies.

Parents and volunteers need to be aware of this revised plan because of the impact of the food expectations in the classroom. Staff, students and parents in our District will be asked to adhere to the following expectations when using food items in the schools.



1. Snacks: Students in kindergarten-grade 5 will be permitted healthy nut free snacks, including fruits, vegetables and grains. In specific classrooms, snacks may need to be further restricted to ensure the safety of students with allergens or other chronic health issues. Snacks should be provided by parents. Staff should not provide classroom snacks for students. Snacks in the original packaging are preferred, although baggies of foods may be brought as well. Students will not be permitted to share snacks.

Students in grades 6-12 will be permitted to have snacks. Snacks may need to be restricted in some areas to ensure the safety of students with allergens or other chronic health issues. Snacks should be provided by parents. Staff should not provide classroom snacks for students. Staff will share allergen awareness facts with students as necessary.

2. Celebrations: During kindergarten-grade 5 birthday celebrations, parents are permitted to bring in small inexpensive non-food items for sharing (such as pencils and stickers). Parents are not permitted to share food with other students. If parents wish to have a food item for their own child, it must be consumed in the cafeteria during the student's regularly scheduled lunch time. Students in grades 6-12 will not have birthday celebrations at school.
3. Parties: Kindergarten-grade 5 holiday parties will be limited to four parties per year which are Halloween, Winter, Valentine's Day and End-of-Year parties. Room parents are encouraged to bring in non-food items for sharing and to focus on activities and crafts that encourage team building. Food items for these parties must be pre-approved by the classroom teacher. Food items brought in are limited to one food and one beverage item organized by the room parent(s). The classroom teacher will communicate with the parents of food allergy students and health specialist prior to approving the food/beverage items. Food may need to be restricted in some areas to ensure the safety of students with allergens or other chronic health issues. Students in grades 6-12 will not have holiday parties at school. Student created/impromptu parties or celebrations serving food are not permitted without the approval of the building principal(s).
4. Incentives/Rewards: Staff members are not permitted to use food for incentives or rewards. Items that provide positive reinforcement such as stickers, praise, encouragement, and other creative strategies should continue to be used by staff. Individual student behavior plans may indicate that food be offered as a reinforcement if other interventions are documented as not working, however, those foods must be allergen free in accordance with classroom lists.
5. Instructional Food Use: Instructional use of food in the classroom must be preapproved by the building principal through the use of an Indian Hill Curriculum Form in grades K-12. The form should be completed whenever food is used in the classroom whether for ingestion or activity use. Submission of the form must occur no less than one week before the activity/event is to take place. Cooking of food for classroom activities should only take place in approved cooking areas.

6. **School-Sponsored Activities:** School-sponsored activities that occur during the school day and include food must be preapproved by the building principal through the use of an Activity Form in grades K-12. The form should be completed by the lead contact person (i.e.: PTO, club advisor, counselor, teacher, etc.) whenever food is used for ingestion or activity use. The form must be submitted no less than one week before the activity/event is to take place or planning is to begin. In addition, tables that are nut-free should be encouraged and identified.
7. **Lunch in the classroom:** Staff may continue to eat lunch in his/her classroom, or have students eat lunch in the classroom. Precautions should be taken to ensure areas are clean of allergens to avoid cross-contamination.

We want you to keep in mind that this Plan has been established to reduce the risk of accidental exposure to allergens. The actions detailed in this plan will not completely eliminate the risk of an exposure; therefore students should frequently be reminded to advocate for themselves and use preventative measures to avoid allergens.

If you have any questions, please contact your child's building principal or school health specialist.

## **HEALTH INFORMATION**

### MEDICATIONS USE

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications

for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

- Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
  - If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

#### Nonprescribed (Over-the-Counter) Medications

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

By written notice parents may also authorize that their child:

- may self-administer nonprescribed medication.
- may keep nonprescribed medication in his/her possession.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

#### CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

#### CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

#### CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

### IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to Judy Neff.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at the Indian Hill Central Office.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

Schools are great places for viruses and bacteria to spread. Keeping ill children at home is an important way to limit the spread of disease. Sometimes knowing when to keep a child home is a difficult decision for parents. Unnecessary absences interfere with learning, time off from work can be a problem, and childcare issues can be inconvenient. However, little learning takes place for a sick child. Classmates and staff are at risk for illness when a sick child is sent to school.

Here are some guidelines approved by the Board of Health and Academy of Pediatrics when making the decision about sending your child to school:

- Children must be fever free (without medication) for 24 hours before returning to school. (Fever is defined as 100.0 F or higher)
- Children awaiting results from a throat culture must remain home until a negative result is known.
- Children with a positive strep culture must be treated with prescribed antibiotics for 24 hours before returning to school.
- Children who have been vomiting or have had diarrhea must remain home until the vomiting or diarrhea has stopped for 24 hours.

## **LOST AND FOUND**

The lost and found area is in the lobby near the gym. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of each semester.

## **MEAL SERVICE**

The Primary School participates in the National School Lunch Program and makes lunches available to students for a fee of \$3.10. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

For information regarding meal charging procedures, see Board Policy 8500D.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the school office at 513.272.4754.

Each child in the school has a meal account that is accessed with a personal identification number (PIN). This number is the same as the student ID number. Each student will enter the PIN onto a number pad near the cashier at the end of the lunch service line. Students may pay cash; however, parents are encouraged to prepay money into the student's account. This simplifies the payment process and moves the lunch service line along efficiently. Parents can send cash or check (payable to Indian Hill Food Service Department) to school with the student, mail it to the Food Service Office at 6865 Drake Road, or give it to school office staff. Any cash or check must have the child's name and ID number included.

Funds will be available as soon as they can be entered into the system, but typically not the same day. One check may be sent in for all students in a family, but parents must indicate the amount of money to be deposited in each child's account. If a student does not have sufficient funds in the account to pay for the cost of lunch, the system will document that. Letters will go home to parents on Thursdays if there is a need to notify them of insufficient lunch funds in the account.

Free or reduced price lunch is available for those students who qualify based upon financial need. Parents may inquire at the school office for appropriate forms for this program.

Parents may join their child for lunch in the cafeteria and are permitted to bring a lunch in for their child only.

## **OUTDOOR RECESS**

Believing in the benefits to be derived from fresh air and outdoor play, school policy is for students to have outdoor recess if at all possible. The decision as to whether to have indoor or outdoor recess during winter months is determined by outside temperature, wind chill factors, and the surface condition of the playground. Generally, if the sun is shining and the temperature is 20 degrees or above, outdoor recess is scheduled. Knowing these guidelines may be helpful to parents when deciding what outdoor clothing your child needs to wear to be comfortable for outdoor play.

Students may stay in from recess if they are recovering from an illness and a note to that effect is sent to the teacher. In that case, because the child's classroom teacher may have playground duty and not be available to supervise students remaining in the classroom, students needing to remain inside will read in the office during recess. If your child has a particular medical condition that warrants other considerations, please notify your child's teacher and appropriate arrangements will be made.

## **PHYSICAL EDUCATION**

All students will be required to wear a pair of gym shoes.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

- A. Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

- B. The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.
- C. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.
- D. Directory information shall not be provided to any organization for profit-making purposes.
- E. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within thirty (30) days after receipt of the Superintendent's annual public notice.
- F. In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.
- G. Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.
- H. The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.
- I. The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written



notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Dr. Mark Ault. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents;  
or

- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact \_\_\_\_\_ to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **RESPONSIVE CLASSROOM**

Responsive Classroom is a research-based social curriculum that emphasizes social, emotional and academic growth in a safe school community. It is based on caring, respect, and responsibility. It creates an environment in which learning goals can be achieved and students' hopes and dreams can be realized. It is positive, child-centered, and builds a strong community. There are three overarching rules, used consistently across all school settings that define expectations and guide student behaviors:

- Take care of yourself
- Take care of each other
- Take care of the environment/school

We encourage parents to use this language at home too. (Examples: Are you taking good care of your crayons when you leave them lying all over the floor? Are you taking good care of yourself if you don't brush your teeth?)

## **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school and enter through the front entrance. Do not access outdoor spaces like the playground without reporting to the office.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. A person is stationed at the main entrance of the building to greet visitors and guide them to the office.
- H. Students are required to carry identification cards with them at all times in school or on school property.
- I. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

## **SCHEDULING AND ASSIGNMENT**

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

## **SCHOOL ACCIDENTS**

A member of the office staff will notify parents when their child has been involved in a serious accident at school.

When an accident occurs causing serious injury, it must be reported at once to the teacher in charge, who will then report it to the school nurse and secretary and other appropriate authorities. Proper medical referrals will be made when necessary. First aid kits are located in each classroom. Each child is required to have an emergency

card on file with his/her classroom teacher and in the school office. It is parents' responsibility to see that the information requested on the emergency card is complete, accurate, and up-to-date.

### **SCHOOL DAY**

Kindergarten – 8:45 – 1:45

First and Second Grade – 8:45 – 3:30

- Please note students must be in their classroom by 8:45 and ready to learn or will be marked tardy. The structures and routines that start each day are critical to a successful day.

### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, IH Primary School charges specific fees for the following activities and materials used in the course of instruction:

\$45.00 for consumable materials such as workbooks, technology based educational subscription programs and miscellaneous classroom supplies.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **STUDENT FUND-RAISING**

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

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund-raising activity.

- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

The Primary School has many opportunities for our students to give back, but focuses on areas of service in lieu of raising money. We have found this approach to resonate more with our young students.

### **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student/family should seek help from the Principal or School Counselor.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

### **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, cell phones, toys, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

### **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

## **STUDENTS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Erica Leppert, Director of Pupil Services at 513.272.4500 to inquire about evaluation procedures, programs, and services.

## **USE OF OFFICE TELEPHONES**

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

## **VISITORS**

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in and obtaining a pass shall be reported to the Principal. If a

person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

## **SECTION II - ACADEMICS**

### **CLASSROOM CONFIGURATIONS**

Classrooms at the Primary School are self-contained with the teacher providing all of the instruction for each content area. Teachers may occasionally group students across classrooms to better meet the needs of individual students. Students are dropped off by the teacher at specials (Physical Education, Music, Art, Library and Spanish) and instruction is provided by a specialist.

### **COMPUTER TECHNOLOGY AND NETWORKS**

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.



Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. ( ) This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues. [This option is legally correct, but it need not be included.]
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).

2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
  4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
  5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
  6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
  8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
  9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher or principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
  - J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
  - K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the principal. If a student transfers files from

information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

- L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the Principal. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).

- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the principal. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction-related purpose. ( )The following hierarchy will prevail in governing access to the Network:
1. Class work, assigned and supervised by a staff member.
  2. Class work, specifically assigned but independently conducted.
  3. Personal correspondence (checking, composing, and sending email).
  4. Training (use of such programs as typing tutors, etc.)
  5. Personal discovery ("surfing the Internet").
  6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal.
- T. Game playing is not permitted at any time.

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

## **GRADES**

Indian Hill Primary School has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School applies the following grading system:

- 4 - Exceeds grade level expectations (Exceeds grade level expectation by one grade level)
- 3 - Meets grade level expectations
- 2 - Progressing toward grade level expectations
- 1 - Needs consistent support

## **GRADING PERIODS**

Students will receive a report card at the end of each quarter indicating their progress for each content area and overall behavior. Specials areas (Physical Education, Music and Art) will report progress on a separate report card at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarter.

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

## **HOMEWORK**

Homework is always a topic that stirs passionate views. Some view homework as an important rite of passage, others an intrusion into family time. As a school we have studied this very topic for many years and the research mostly supports that there is little impact on student achievement at the early elementary level.

We do believe that focused and purposeful practice on specific skills can be helpful as well as developing strong study routines. For example, if a student is struggling with reading fluency, practicing sight words can improve this skill. At the same time, having a student do fifty math problems on a worksheet will probably not give a great return on the time spent, especially if the homework is done incorrectly. We know it is more difficult to un-teach a concept than it is to help students learn new information. In addition, families should never be responsible for teaching students new concepts.

Research is also clear that students need to be reading regularly. As a school, we request that students are reading at least ten to fifteen minutes in kindergarten and first grade nightly. In second grade, we would like to see students reading fifteen to twenty minutes nightly. Because we understand extracurricular activities and family commitments can make this a challenge on certain nights, you can also convert this to a weekly expectation for reading (K/1 – 50-75 minutes, 2nd – 75-100 minutes).

Throughout the year, teachers may assign other important homework assignments. These assignments will have a specific purpose. Examples could be special projects (i.e. 2nd Grade biographies), sight word practice/work, fluency practice, math flash cards, etc. This may look slightly different in each classroom as our teachers design programming that meets the specific needs of individual students and the class as a whole. This would be in addition to the reading, but remember you can convert reading into a weekly expectation. If at any time you are overwhelmed with homework, please contact your child's teacher.

As students' progress through the Primary School toward third grade, we encourage families to create a consistent routine for completing schoolwork. The nightly reading expectation can certainly help with creating that routine. We also know that when families work with their children there are many benefits beyond just academics. The Primary School Library website is an excellent resource. In addition to Tumblebooks, a resource we provide to parents with hundreds of digital books there are many other website links that are fun, enriching and educational.

<http://indianhillschools.org/ps/library-media-center/ih-ps-library/>

We thank our families and their ongoing commitment to partner with the Primary School to help each student reach their potential.

### **PROMOTION, ACCELERATION, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

Retention:

- A. Retention is a team decision. The team consists of a building administrator, school counselor, classroom teacher and parent. Other staff with particular knowledge about a student may also be invited.
- B. The school will evaluate the potential success (short-term and long-term) of the student by looking at current academic and social progress.
- C. Research around retention should be heavily considered along with current knowledge of the student.

A student will be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

#### Subject and Full Grade Acceleration:

- A. Parents or Teachers may inquire about a student's ability to be single subject accelerated or full grade accelerated by contacting the school principal or assistant principal.
- B. If the school and/or parents wish to pursue an evaluation for potential acceleration a committee will be formed to examine this potential.
- C. The committee will consist of a principal or assistant principal, current classroom teacher, classroom teacher at the grade level acceleration is being considered, parent or legal guardian and a gifted education coordinator or specialist.
- D. Full copies of the District Acceleration Plan can be found on the district website in Board Policy 5408.

#### **PUBLIC SCHOOL CHOICE OPTIONS**

The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

#### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal, Assistant Principal and School Counselor.



## Recognition Awards

The Primary School utilizes the Responsive Classroom Approach to develop community and create an inclusive environment. Through this approach positive student behavior is routinely praised and reinforced. The Primary School also provides reinforcement through program like Primary Praise that seeks to reinforce positive behavior.

## **STUDENT ASSESSMENT**

The only state required assessment at the Primary School is the Kindergarten Readiness Assessment provided to all students entering Kindergarten. The assessment must be completed by October 31 each year. The assessment seeks to help teachers determine where each student begins there academic, social and emotional journey.

Additional group and individual assessments are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Results of all assessments provided to students are shared with parents routinely throughout the school year.

## **TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS**

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their e-mail address.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Indian Hill Primary School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes the following student groups that are sponsored by a staff member.

- Kids Who Care (All Grades)
- Primary Players (2<sup>nd</sup> Grade Only)
- Primary Pacers (All Grades)
- Coding Club (2<sup>nd</sup> Grade Only)

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

The Indian Hill PTO also provides many after school opportunities through various parents and outside organizations.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups may meet in the school building during noninstructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

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

No nondistrict-sponsored organization may use the name of the school or school mascot on any materials or information.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### School Attendance Policy

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

#### Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

#### Notification of Absence

If a student will be absent, the parents must notify the School at 513.272.4754 by 9:45 AM and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

### Homebound Instruction

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact Erica Leppert, Director of Pupil Services.

### Make-up of Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the classroom teacher as soon as possible to obtain assignments.

Make-up work due to an excused absence must be completed within 5 school days after returning to school.

The number of days for completion of make up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the school counselor to arrange for administration of the test at another time.

### Suspension from School

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from the classroom teacher beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

The student must complete missed assignments during the suspension and turn them in to the teacher within 2 day(s) after returning to school.

The student will be given credit for properly-completed assignments and will receive a grade for any made-up tests.

### Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. (Please refer also to "Truancy" on page 37 of this handbook.)

### Tardiness

A student who is not in his/her assigned location by 8:45 AM shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

Please remember that students must be in the classroom and ready to learn at 8:45, not entering the building.

### Vacations During the School Year

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

### **BEHAVIOR PLAN - SCHOOL-WIDE**

#### General Areas

1. Students are to speak with each other using accepted standards of English. Obscenity, name-calling, and profanity are not accepted forms of discourse.
2. Students are to act in a manner that contributes to an appropriate and positive learning environment.
3. School property is not to be defaced or altered in any way.

#### Playgrounds

1. Students may not leave any assigned area or playground unless given permission by a teacher. Students are not to re-enter the building at any time without permission.
2. Rough play is not allowed.
3. Students are not to throw snowballs or other hazardous objects.
4. Students will be given instruction in using outdoor play equipment and will be expected to follow the rules given for equipment use.
5. Food, gum, or snacks are not permitted on the playground.
6. Students will line up when a whistle is blown to signal the end of recess.

#### Indoor Recess

1. Students are to follow the rules for indoor recess posted in each classroom.
2. Students will go directly to their assigned classroom from the cafeteria.
3. Permission to leave the assigned classroom must come from the teacher on duty.
4. No objects are to be thrown or kicked.
5. Students are to play only quiet games.

#### Hallways, Stairs, Lobby

1. Students are to walk through hallways, stairs and the lobby area quietly to respect the learning environment.
2. Students are not to push or shove other students at any time.
3. Students are expected to keep their hands, feet, and objects to themselves.

4. Students need teacher permission to stop for a drink or use the restroom in the hallways.

#### School Assemblies

1. Students are to walk quietly from the classroom to the assembly area.
2. Students are to remain with the teacher in charge.
3. Students are to become quiet when the signal is given for attention.
4. Students are to practice being a respectful and polite audience, without talking, booing, screaming or engaging in other disturbing behavior during an assembly.

#### Media Center

1. Students are to follow any instructions or directions given by the librarian or aide.
2. Students are expected to return all materials to their proper places.
3. Students are to return library books on the day they are due.
4. Students must return all overdue library books or pay for lost/misplaced books, before being allowed to check out additional books.

#### Lunchroom

1. Students are to talk quietly when in the lunch line.
2. Students are to sit in the assigned area as directed by the supervisor on duty.
3. No food is to be thrown at any time.
4. Students are not to shout or engage in loud talking in the cafeteria.

### **BULLYING, HARASSMENT, AND INTIMIDATION**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school- approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for

parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### *Complaints*



Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

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

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

#### *Privacy/Confidentiality*

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

#### *Reporting Requirement*

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

#### *Immunity*

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

#### *Notification*

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

#### *Education and Training*

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to

review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

### **CODE OF CONDUCT**

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### Expected Behaviors

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

### Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all student in the class; and
- B. all students in the class the opportunity to learn.

## **DISCIPLINE AND BEHAVIORAL EXPECTATIONS**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

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

### **Informal Discipline**

Informal discipline takes place within the School. It includes:

- writing assignments;
- change of seating or location;
- pre-school, ( ) lunch-time, ( ) after-school detention;
- in-school discipline;
- loss of privileges using logical consequences (lunch, recess, special activity)

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than

twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

## **DRESS AND GROOMING**

Students are encouraged to take pride in their appearance. Students' dress has the potential to impact their conduct and their ability to focus on the task at hand.

All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities and comply with standards of safety.

Parents and students are asked to comply with the following guidelines:

1. Students are discouraged from wearing sandals or clogs on play equipment because of safety related concerns; flip flops and platform shoes are not safe for outdoor play or in moving up and down stairs in the school building.
2. Unusual student dress that will disrupt school procedures or serve as a distraction to students is not appropriate.

## **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 2 days after receipt of the suspension notice, to Dr. Mark Ault, Assistant Superintendent of Operations. The request for an appeal must be in writing.

During the appeal process,

- the student shall not be allowed to remain in school.
- the student is allowed to remain in school unless safety is a factor.

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

### Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the

reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 2 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

### Permanent Exclusion

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

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

#### Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

#### Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

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



## SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, 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. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

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

## INTERROGATION OF STUDENTS

The School 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 School 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.

## STUDENT RIGHTS OF EXPRESSION

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

- A. Material cannot be displayed if it:
  - 1. is obscene to minors, libelous, or pervasively indecent or vulgar;
  - 2. advertises any product or service not permitted to minors by law;
  - 3. intends to be insulting or harassing;
  - 4. intends to incite fighting; or
  - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

## **GANGS**

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

## **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **1. Possession/use of drugs and/or alcohol**

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

### **2. Possession/use of tobacco**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products ( ) or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

### **3. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy.

- Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

- Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

#### 4. Use and/or possession of a weapon

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

- Pocket knives with a blade of less than two and one-half (2 1/2) inches are acceptable ONLY with the prior approval of the student's parents and teachers.

#### 5. Use of an object as a weapon

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

#### 6. Knowledge of dangerous weapons or threats of violence

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

#### 7. Arson

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

#### 8. Physically assaulting a staff member/student/person associated with the District.

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges ( ) and may subject the student to expulsion.

9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

11. Misconduct off school grounds

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 Discipline Code.

12. Extortion

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

13. Gambling

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

14. Falsification of school work, identification, forgery

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

15. Bomb Threats, and other false alarms and reports

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally,

intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

16. Terroristic Threat

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

17. Possession and/or use of explosives and/or fireworks

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

18. Trespassing

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

19. Theft, or knowingly receiving or possessing stolen property

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal. The School is not responsible for personal property.

20. Insubordination

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

21. Damaging property (Vandalism)

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

22. Persistent absence or tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

23. Unauthorized use of school or private property

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

24. Refusing to accept discipline

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

25. Aiding or abetting violation of school rules

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

26. Displays of affection/sexual activities

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

27. Possession of electronic equipment

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the principal. Examples of prohibited devices include but are not limited to radios, headphones, CD/MP3 players, portable TV's, electronic games/toys, pagers, cellular telephones, beepers, other paging devices and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

28. Violation of individual school/classroom rules

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

29. Violation of bus rules (see Section V – Transportation)

30. Interference, disruption or obstruction of the educational process

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

31. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:



A. Verbal:

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

B. Nonverbal:

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

C. Physical:

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator(s):

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The Anti-Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All

records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

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

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

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Any one having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

## 32. Hazing

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

33. Violent Conduct

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

34. Improper Dress

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

35. Careless or Reckless Driving

Driving on school property in such a manner as to endanger persons or property.

36. Burglary

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

37. Fighting

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

38. Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames.

39. Possession of Pornography

Possessing sexually explicit material.

40. Unauthorized use of vehicles

Occupying or using vehicles during school hours without parental permission and/or school authorization.

**ZERO TOLERANCE**

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

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The School provides transportation for all students 1. The transportation schedule and routes are available by contacting the transportation department at 513.727.4531.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal. Bus passes can be obtained by calling the Primary School office or using Pickup Patrol

The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

### **CONDUCT**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

#### Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone 5-10 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

### During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

### Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

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

### **Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

## **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

## **Transportation of Students By Private Vehicle**

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

- If a student's parking permit is suspended, no fees will be refunded.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.

- When the School provides transportation, students shall not drive to school-sponsored activities.
  - unless the student's parents provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 - Parental Authorization and Release From Liability Form – which is approved by the principal.
- An approved student driver may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form - which is approved by the principal.
- All vehicles entering school property are subject to search and inspection.

## **BUS DISCIPLINE PROCEDURE**

Safety is our concern. Therefore we must enforce bus rules written and developed by the Ohio Department Education and adopted as policy by the Indian Hill Board of Education. Students receive annual notification of behavior expectations on their bus pass. Student cooperation is vital to help us achieve our goal of providing safe transportation. Instances of unacceptable behavior and their consequences follow.

### **UNACCEPTABLE BEHAVIOR**

1. Failure to follow directions
2. Out of seat
3. Eating/drinking/chewing gum
4. Throwing objects on, from, or into the bus

5. Tripping, shoving/unnecessary body contact
6. Hitting/striking (horseplay)
7. Arm/hand/head out of window
8. Loud talk/boisterous conduct
9. Profane/inappropriate language
10. Destruction of school property
11. Improper crossing

Consequences:

1st Offense: discipline report - letter to parents – school principal notified  
2nd Offense: discipline report - letter to parents - school principal notified  
3rd Offense: 1-day suspension - letter to parents - school principal notified  
4th Offense: 3-day suspension - letter to parents - school principal notified  
5th Offense: 5-day suspension - letter to parents - school principal notified 6th Offense:  
10-day suspension - letter to parents - school principal notified

UNACCEPTABLE BEHAVIOR - AUTOMATIC SUSPENSION

1. Drugs/Alcohol/Tobacco - possession/use of
2. Ignitable material - possession/use of
3. Weapons – possession/use of
4. Fighting/Striking - (delivering a blow causing pain/discomfort to another or delivered in anger)
5. Destruction of school property

Consequences:

Automatic suspension - discipline report - contact building principal as needed to concur on intended disciplinary action - letter to parents advising suspension.

This list is not all inclusive - instances of unacceptable discipline will be dealt with on an individual basis. Suspension will be based on severity of unacceptable behavior and current discipline record of student.



**NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook:**

- **Title VI, IX, 504 Grievance Form 2260 F1**
- **Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F2**
- **Authorization for Prescribed Medication or Treatment Form 5330 F1**
- **Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a**
- **Authorization for the Possession and Use of Asthma Inhalers Form 5330 F3**
- **Authorization for Nonprescription Medication or Treatment, Elementary Version Form 5330 F1b**
- **Parent/Student Acknowledgement of Student Handbook Form 5500 F1**
- **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**
- **Notification to Parents Regarding Student Records Form 8330 F9**
- **Notification to Parents on Blood-borne Pathogens Form 8453.01 F5**
- **Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1**
- **Application To Drive Vehicles On School Property Form 5515F1**
- **Parental Authorization and Release From Liability Form 5515 F2**
- **Request that Directory Information Not Be Released to Recruiters Without Prior Written Consent Form 8330 F13**
- **Parent Permission for the District to Communicate About a Student with the Parent Via Facsimile and/or E-mail Form 8330F4a**