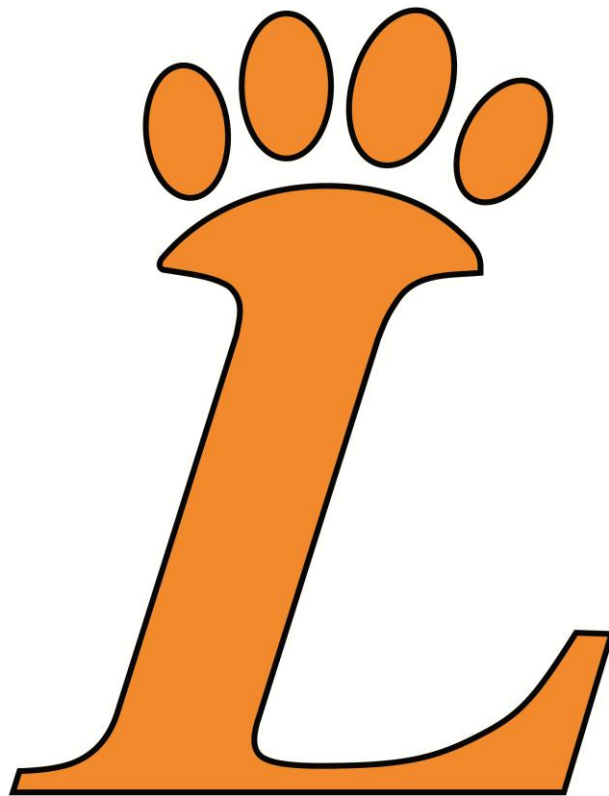


# **Loveland Primary School**



**2018-2019**

**Student Handbook**

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To our LPS Families:

The staff members at Loveland Primary School (LPS) welcome you to our family.

It is our goal to ensure that every child entrusted in our care experience a warm and safe learning environment. Our primary focus is on your child's development. We strive to meet the individual needs of every student and maximize growth through strong core instruction, enrichment, and high-quality, research-based interventions.

We value strong relationships with our families and work to create invaluable partnerships. Loveland is known for strong family and community support and we understand that our success depends on a partnership with you. Please feel free to contact us at any time to share your questions, concerns, or celebrations. We are here for you!

Sincerely,  
Your LPS Staff

# We believe and declare that...



# Loveland Primary School

## Grades 1 & 2

550 Loveland Madeira Road

Loveland, Ohio 45140

Telephone: 683-3101

Fax: 677-7922

**ATTENDANCE LINE (TO REPORT AN ABSENCE): 697-3888 [press option 1]**

**\*To report an absence, call the attendance line before 9:00 AM**

### **Administration/Support**

Principal:	Kevin Fancher	fancheke@lovelandschools.org
Building Coordinator:	Cristin Kiefer	kiefercr@lovelandschools.org

### **Guidance/Support**

Guidance Counselor:	Darcie Chandler	chandlda@lovelandschools.org
School Psychologist:	Allison Manning	manninal@lovelandschools.org

### **Secretaries/Health Aide**

School Secretary:	Angie Perkins	perkinan@lovelandschools.org
School Secretary:	Kim Dippold	dippolki@lovelandschools.org
Health Aide:	Connie Smith	smithco@lovelandschools.org

### **School Information**

School Day:	8:30 AM to 3:10 PM
Open Office Hours:	8:00 AM to 3:30 PM

Website: [www.lovelandschools.org](http://www.lovelandschools.org)

School Safety Helpline: 697-SAFE

### **Loveland City Schools Administrative (Central) Office**

Address:	757 S. Lebanon Road, Loveland, Ohio 45140
Telephone:	(513) 683-5600

Superintendent:	Dr. Amy Crouse
Board President:	Mr. Art Jarvis
Board Vice President:	Dr. Kathryn Lorenz
Board Member:	Ms. Michele Pettit
Board Member:	Mr. Ned Portune
Board Member:	Mrs. Eileen Washburn

*THIS HANDBOOK WAS WRITTEN TO COMPLY AND CONFORM TO THE POLICIES OF THE LOVELAND BOARD OF EDUCATION. IF ANY PROVISIONS IN THIS HANDBOOK CONTRADICT THOSE POLICIES, THEN THE POLICIES OF THE BOARD OF EDUCATION SHALL SUPERSEDE THE PROVISIONS IN THIS HANDBOOK.*

## **LPS Parent Involvement Plan**

Loveland Primary School (LPS) recognizes and values parents and families as our children's first teachers and decision-makers in education. Our School believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

LPS follows the policy of the Loveland Board of Education to cultivate relationships with parents and families to positively impact students' learning.

**Relationships with Families** - *The following activities are designed and implemented at LPS to build, support and sustain positive relationships with our families.*

1. Preview Night
2. Parent Information Nights for General Education & Reading Intervention
3. Open House/LPS Showcase Events
4. Family Math & Literacy Nights

**Effective Communication** – *The following tools are utilized by LPS to effectively communicate with families; providing choice for individual families in how they communicate with us.*

1. Weekly/Monthly Newsletters – Electronic and/or Hardcopy
2. Text Messaging & Email Updates with 2-Way Communication Options
3. Website Postings, Updates, and Information via Website Subscriptions and Twitter
4. Parent-Teacher Conferences
5. Daily/Weekly & Targeted Homework Communication Logs

**Volunteer Opportunities** – *The following opportunities promote the active involvement of our LPS families and allow them to physically support our school with their presence.*

1. Granny's Garden School
2. Media Center
3. Daily/Weekly Classroom Opportunities
4. Field Trip/Visits to the Public Library
5. Classroom Parties/Mystery Readers/Special Activities

**Learning at Home** – *The following activities are used to enlist parents' help in the education of their children and to support continued learning and student practice at home.*

1. Parent Information Nights for General Education & Reading Intervention
2. Family Math & Literacy Nights
3. Targeted Homework Folders, Contracts & Packets
4. Classroom Newsletters

**Involving Families in Decision Making and Advocacy** – *LPS utilizes the following activities to seek out feedback to work collaboratively with our stakeholders & make better decisions.*

1. Parent Feedback-Formal & Informal Feedback Opportunities
2. PTA Meetings with Formal/Informal Advisory Meetings

**Collaborating with the Community** – *LPS works collaboratively with our community to better meet the needs of our students.*

1. Public Library Collaboration & Visits
2. Granny's Garden School
3. Community Field Trips
4. Partnerships with Local Businesses
5. Collaboration with the City of Loveland

# LPS 2018-2019 Building Calendar

## August

- 14 Class Assignments & Information Shared w/Families
- 20 Preview Day/Open House (3:30-5:30 PM)
- 21 First Day of School
- 23-28 AIMSweb Literacy Assessments (Make-ups 8/29)
- 27 Parent Information Night - Grade 1 (6:00-7:00 PM)
- 27-30 MAP Assessments (Make ups 8/31 & 9/4)
- 28 Parent Information Night - Grade 2, (6:00-7:00 PM)
- 31 Spirit Day

## September

- 3 Labor Day - No school
- 5 PTA Meeting (7:00 PM – LES Cafeteria)
- 11 Red, White and Blue Day (In Recognition of Patriot Day - 9/11)
- 14 PTA Fall Walk-a-thon Fundraiser Kick-off (Packets go home)
- 19 2-Hour Early Release for Students
- 25 Fall Picture Day
- 28 Spirit Day; 1st Trimester Interim Report Period Ends; PTA Walk-a-thon Packets Due

## October

- 1-5 Book Fair (Evening Build-a-Book Event = 10/2)
- 5 1st Trimester Interims (Map Data Reports & Literacy Skills Reports) Go Home
- 8 In-service Day/Columbus Day - No School for Students
- 12 PTA Fundraiser Walk-a-thon (Rain Date = 10/19)
- 16 Family Math Night (6:00-7:30 PM)
- 19 2-Hour Early Release for Students
- 26 Spirit Day
- 31 Character Costume Parade; Fall Parties

## November

- 2 Picture Re-take Day
- 5 Kick-off Jump Rope For Heart Campaign (Jumping in PE Classes 11/16-11/20)
- 6 Election Day - No School for Students; Parent/Teacher Conferences (10:00-5:30 PM)
- 8 Parent/Teacher Conferences (3:30-7:00 PM)
- 12 Veterans' Day - No school
- 15 PTA Meeting (9:30 AM – LES Media Center)
- 16 End of 1st Trimester; 2-Hour Early Release for Students
- 21-23 Thanksgiving Recess - No school
- 30 Spirit Day; 1st Trimester Report Cards Go Home

## December

- 3-4 COSI
- 5 2-Hour Early Release for Students
- 21 Spirit Day; Last Day Before Winter Break; Winter Parties
- 24-31 Winter Break

## January

- 1-2 Winter Break
- 3 School Resumes
- 4-9 AIMSweb Literacy Assessments (Make-ups 1/10)
- 10 2nd Trimester Interim Report Period Ends
- 11 In-service/Workday - No School for Students

# **LPS 2018-2019 Building Calendar (Cont.)**

## **January (Cont.)**

- 17 PTA Meeting (9:30 AM – LES Media Center)
- 18 2nd Trimester Interims (Literacy Skills Reports) and Mid-year Conference Letters Go Home
- 21 Martin Luther King, Jr. Day - No School
- 22-25 MAP Assessments (Make-ups 1/28 & 1/29)
- 23 2-Hour Early Release for Students
- 25 Spirit Day; Yearbook Candid Picture Day

## **February**

- 6 2-Hour Early Release for Students
- 7 Parent/Teacher Mid-year Conferences (3:30-7:00 PM)
- 14 Valentine Parties
- 15 Magazine Sale Kick-off
- 18 President's Day - No School
- 22 Spirit day; Magazine Sale Turn-in Day #1
- 26 Spring Picture Day
- 27 OTIS Testing – Grade 2; Magazine Sale Turn-in Day #2

## **March**

- 1 End of 2nd Trimester; 2-Hour Early Release for Students
- 4 End of Magazine Sale / Turn-in Day #3
- 4-6 LPS Showcase (Open House/Fine Arts Night) - Grades 1 & 2 (5:30 & 6:30 PM)
- 4-8 Book Fair (Evening Hours during Showcase)
- 8 MAP Data Reports and 2nd Trimester Report Cards Go Home
- 14 PTA Meeting (9:30 AM – LES Media Center)
- 15 Limo Luncheon for Magazine Sale
- 22 Spirit Day; Last Day Before Break; 2-Hour Early Release for Students
- 25-29 Spring Break

## **April**

- 1 School Resumes
- 18 3rd Trimester Interim Period Ends – No Official Interim Sent Home for 3rd Trimester
- 19 Good Friday - No School
- 26 Spirit Day

## **May**

- 13-16 MAP Assessments (Make-ups 5/17)
- 13 Author/Illustrator Visit (The Canyons)
- 13-17 Right to Read Week
- 16 PTA Meeting (7:00 PM – LES Cafeteria)
- 20-23 AIMSweb Literacy Assessments (Make-ups 5/24)
- 21 Field Day - Grade 1 (Rain Date = 5/23)
- 22 Field Day - Grade 2 (Rain Date = 5/23)
- 24 Spirit Day; End of Year Celebrations (Classes/Times TBA)
- 27 Memorial Day - No school
- 28-30 End of Year Celebrations (Classes/Times TBA)
- 30 Last Day for Students; End of 3rd Trimester
- 30 3rd Trimester Report Cards, MAP Data Reports & Literacy Skills Reports Go Home

### **ENROLLING A STUDENT:**

All new enrollments are initiated through the District Central Office located at 757 South Lebanon Road. For more information, please contact Lou Ann Downey at (513) 774-6223. Families wishing to enroll a child will need to present the following information: proof of residency, a legal birth certificate, updated immunization records, a signed release for records from the previous school, and, if applicable, custody papers. Students enrolled in our district, who stay in our district for the following school year, will have their records transferred to the next grade level once they have completed the requirements for a grade without having to re-register. Records for a student are withdrawn only when the student leaves the Loveland City School District.

### **WITHDRAWING A STUDENT:**

The parents/guardians of a student withdrawing from LPS are asked to come to the school office and fill out a withdrawal form. This will allow us to send all records to the next school the child will attend. In addition to notifying the office and the teacher, the following must be completed:

1. Textbooks and library books returned.
2. Any outstanding fees, fines, or unpaid obligations taken care of.
3. Personal possessions retrieved.
4. Provide a new home address as well as the name and location of the new school to be attended.

### **CUSTODY AND LEGAL GUARDIANSHIP:**

The parent who has legal custody of a child is required by law to provide a complete, updated copy of custody papers to the school. This information should be updated with the school office AND on your online Emergency Medical form as soon as possible when any additional changes are made (see p. 10 - "Emergency Medical Authorization Form" for additional information).

### **CHANGES TO ADDRESS AND/OR CONTACT INFORMATION:**

All changes to home addresses must go through our District Central Office located at 757 South Lebanon Road. For more information, please contact Lou Ann Downey at (513) 774-6223. Changes in phone numbers, emergency contacts, email addresses, etc. must be changed through Parent Portal with your online Emergency Medical Form (see p. 10 - "Emergency Medical Authorization Form"). This can be located on our district website: [www.lovelandschools.org](http://www.lovelandschools.org).

### **BUS/TRANSPORTATION CHANGES:**

Parents must declare a clear and consistent PM drop-off destination for every day of the week. Bus change requests (changes for one day or just one week, etc.) require approval from the school office. The request must be submitted prior to 11:00 AM on the day the change is needed. These requests must demonstrate a situation beyond the parents' control (**cannot be granted for "play dates", etc.**). A special bus pass for that day/week will be issued, upon approval. The office staff must be notified of all permanent changes (change of babysitter address, relocating in-district, etc.), **for which there is generally a three day processing period.** Unless a request for a change is received by the office, your child will go to the declared PM drop-off destination. If it is unclear where your child should go after school, he/she will remain at school until a parent can be contacted to pick him/her up.



**ATTENDANCE/ABSENCES: (See p.18-20 for additional information)**

We ask that parents call the school any time their child is going to be absent. Please call the **attendance line at 697-3888 by 9:00 AM**. This procedure is in compliance with the Missing Child Act. If you do not call us, we will try to reach you in order to determine that your child is where he or she is supposed to be.

Regular attendance at school is important both for achievement and for developing responsibility. A complete copy of the district's attendance policy is located in the addendum section of this handbook (p. 18-20). Parent notification will be made when student attendance becomes a concern. This notification may include a review of your child's attendance record with you. Please note that attendance records are available by request at any time. Absences are recorded as excused or unexcused. Tardies (which include early dismissals) are also listed on attendance records. Please call the school office if you have questions about attendance reporting.

**DROPPING OFF CHILDREN: (See p.15 for important drop-off/traffic guidelines)**

Students may be dropped-off from 8:20 a.m. to 8:30 a.m. Student entry doors will remain locked until 8:20 a.m. Students may not be left unsupervised on school grounds prior to 8:20 a.m. If you have a morning meeting, your child may accompany you and wait in the office as needed.

Students arriving after 8:30 a.m. are considered tardy and must be signed-in at the front office by the person dropping them off. **Please review the drop-off/traffic guidelines on p. 15.**

**PICKING UP CHILDREN:**

If it is necessary to pick up your child early from school, you must come to the school office and sign him/her out. A student will be released only to his/her legal guardian(s); any other adult must have written permission from the legal guardian(s).

Students should be signed out in the office by 3:00 PM to ensure that they do not get on the bus. Once buses are loaded, it is difficult to retrieve students for pick up. Students will be dismissed at 3:05 and sent to the office to be united with the adult who has signed the student out.

**PARKING:**

Parking space on our campus is extremely limited. Please be aware that all vehicles should park in designated parking spaces only. Parking in the fire lane is illegal and creates a safety concern. Additional parking is available across the street at Shopper's Haven and our guests are invited to use this space as needed (a community courtesy provided by our friends across the street). A crosswalk is centrally located for the campus.

**SCHOOL CLOSINGS AND DELAYS:**

If our schools are closed or operating on a 2 hour delay due to bad weather or any other emergency, this information will be shared with our local television and radio stations. The announcement will be made as LOVELAND CITY SCHOOLS or LOVELAND SCHOOLS. In addition, for those parents who have provided updated contact information, our automated notification system will call, email, and/or send a text informing you of a closing or delay.

If our district is on a 2 hour delay, students will be picked up 2 hours later than usual and will come home at the regular time. Please do not drop your children off at school at the regular time in such an event, as we will not have supervision available (staff will be delayed too).

### **VOLUNTEERS/VISITING LPS:**

There are many opportunities to volunteer at LPS and we are very fortunate to have great parents and community members willing to spend their time with us. When volunteering, we request that you make alternate arrangements for siblings. **Other children are not permitted to accompany visitors to our school when they are volunteering, attending class parties, working in the building, or accompanying the class on field trips.** We will be counting on your full attention to the students and activities and have found that other siblings can be a distraction to our guests and students. We further ask that guests limit their cell phone use while in the building due to the distraction and violation of privacy that it may cause. **Please note that it is essential to respect the privacy of all children. It would be highly improper to discuss any child or his/her work with anyone other than the appropriate school personnel.** If you are interested in volunteering in some capacity, please let your child's teacher know. We would be happy to have you join us. All visitors must enter through our main entrance (Door 16) and sign in at the office. Our office hours are 8:00 a.m. to 3:30 p.m. Parents and visitors may enter the building starting at 8:00 a.m. for school business. If you have a morning meeting, you are welcome to check-in with the office earlier than the 8:00 time.

### **SIGNING IN AS A VOLUNTEER/VISITOR:**

Anyone who enters our school is required by law to check in with the office staff before entering the student occupied portions of the building. **All** visitors are required to sign in on our register and wear a visitor badge visibly displayed at all times while in the building.

### **VISTING YOUR CHILD FOR LUNCH/RECESS:**

You are welcome to join us for lunch on a special occasion and may accompany your child on the playground for **outside recess only**. Visitors are not permitted to be with the class during inside recess as this would constitute unsupervised access to children. While on the playground, visitors should avoid pushing children on swings or otherwise doing things for children that they can do for themselves. Our goal at recess is to foster independence and appropriate social interactions with like age peers. We appreciate all guests and visitors adhering closely to this policy.

### **PARENTS VISITING A CLASSROOM:**

Parents may request to visit their child's classroom. However, we ask that you extend the following courtesies:

1. Notify the classroom teacher of your visit at least 24 hours in advance and request approval so that she/he can be expecting you. This will help to ensure that the visit doesn't interrupt the daily routine and academic progress of our students.
2. Sign in and receive a visitor's badge upon arrival.

### **PARENT/TEACHER CONFERENCES:**

LPS hosts two conferences during the school year. The fall conferences take place near the completion of our first trimester (Please refer to *Building Calendar* on pgs. 4 & 5 for exact dates/times). All parents are invited to participate in the fall parent-teacher conferences. Additional conferences will be offered mid-year for select families as deemed necessary by the parent or teacher. Parents or teachers may request individual conferences as needed any time during the school year.

**PROGRESS REPORTS:**

Your child's progress will be reported to you through the use of MAP reports (Measures of Academic Progress), data reports, and report cards. Students will get report cards at the end of each trimester (Please refer to *Building Calendar* on pgs. 4 & 5 for exact dates). Report cards will be sent home with the students approximately one week after the trimester ends. The final report card of the year will be sent home with your child on the last day of school. All students will receive MAP Reports and/or Literacy Skills Reports in place of a more traditional interim report for the first two trimesters (Please refer to *Building Calendar* on pgs. 4 & 5 for exact dates). We do not have a "formal interim report" for the third trimester. During the final trimester, individual student concerns will be shared with parents via direct communication from the classroom teacher (ex. email, phone conference, team meeting). Our collective goal is to maintain open and ongoing communications with families throughout the school year and to make sure that all families are informed of any concerns as they arise.

**GRADING SCALE:**

Teachers collect grades for homework, quizzes, tests, projects, and/or class participation. Evaluating a student's work is an important function of the teacher. Students' grades are based on student growth/progress and the level of support needed. Our report cards are skills based and reflect progress on a developmental "4 point" scale (refer to the front of the report card for a more detailed explanation). "S" (Satisfactory Work) and "N" (Needs Improvement) are also used for certain subjects/content areas.

**STUDENT BEHAVIOR AND DISCIPLINE: (*See p. 19-24 for additional information*)**

The goal of our disciplinary practice is to help our students learn to be responsible for their own behavior, to be able to resolve conflicts in a positive & healthy way, and to be aware of the consequences of their choices. We want children to learn to consider the rights of others as well as their own and to follow our guideline of treating others as they would like to be treated. We want all students to feel good about what they can accomplish, to take appropriate risks, and to learn from all of their experiences - both good and bad. In circumstances where warranted, parents are notified of disciplinary actions.

We use Positive Behavior Supports to help foster students making appropriate choices and for recognizing all of the great decisions that our students make.

*The core values for our school include: Care, Respect and Responsibility*

**DRESSING APPROPRIATELY:**

Students are expected to dress appropriately for the weather and to be safe. All students will be playing outside at recess when the weather permits and will need to dress accordingly for a range of temperatures throughout the school year. *For safety reasons (especially during Safety Drills), children are not permitted to wear flip-flops or sandals without straps.*

### **ELECTRONIC DEVICES:**

Cell phones/electronic communication devices can be a huge distraction for your child and are a disruption in an early childhood classroom. Therefore, LPS students are not permitted to use personal electronic communication devices (e.g., cell phones/smart watches, tablets, portable game or digital music systems) while school is in session. **We strongly recommend** that your child not bring electronic devices to school, as the risk of loss is quite high. If a student needs to carry an electronic device to school, it should remain in his/her backpack during school hours.

### **HEALTH SERVICES:**

Health services for the Loveland City School District are provided by a combination of health aides and registered nurses. There are currently three school nurses for the district. One is always available for emergencies.

### **ACCIDENTS, ILLNESSES, AND EMERGENCY MEDICAL AUTHORIZATION FORM:**

If a student becomes ill at school, we will attempt to notify you, using the contact information provided by families on the online emergency medical form. Our first attempts will always be to contact the parent/legal guardian, but in the event we are unsuccessful, another person listed on the emergency form will be called. The emergency medical form also lists the preferred hospital, the physician, and the dentist for the student and any critical medical information such as allergies and chronic illnesses. In the event that the life squad must transport a student, a copy of the student's information is sent with the child as it also gives or denies permission to treat. For this reason, we want to stress that **it is extremely important that you keep your child's online emergency medical form up-to-date with current information.** This form can be updated using Parent Portal located on our district website ([www.lovelandschools.org](http://www.lovelandschools.org)). Please make sure that the people listed as having permission to pick up your child in the event of illness or an emergency are aware of this designation. If your child is ill while at home, he/she should be fever-free (less than 100 degrees) for 24 hours. If experiencing vomiting or diarrhea, students should also stay home from school until it has been 24 hours since these symptoms last occurred. Following these simple guidelines, as well as getting enough rest and regular exercise, will help all students to have a healthy school year.

### **MEDICATION POLICY: (*See p.16-17 for additional information & forms*)**

Students may not bring ANY medicine to school. Parents/guardians are required to transport ALL medication in the original prescriptive container accompanied by written documentation from the physician stating what the medication is, why it is being taken, and how it is to be administered. This includes over-the-counter medications such as cough/pain medications and cough drops. Additionally, we must have your permission to administer it. This information from both the doctor and the parent must be presented to, and kept in, the school office where the medicine will be administered. The necessary forms are located on pgs. 16 & 17 of this handbook. If there is a chance that your child will need to take medicine at school, please take these forms with you to the doctor's office when you go.

## **FOOD ALLERGIES**

There are many students who have been diagnosed with a food allergy. The Food Allergy Network states 8 foods (peanuts, tree nuts, fish, shellfish, eggs, milk, soy & wheat) account for 90% of allergic reactions. These foods are POISON to food allergic individuals. Most individuals who have had a reaction ate a food they thought was safe. For most, **1 bite is too much**. Symptoms can range from mild to severe to life-threatening. Symptoms typically appear within minutes to 2 hours after eating the food. The only way to avoid a reaction is to avoid the allergy causing food. The food allergic person's motto is: *WHEN IN DOUBT, DO WITHOUT!*

If there is a student with a food allergy in your child's classroom, you will more than likely be made aware. The parent of a student with a food allergy is generally involved in planning all activities that include food and may accompany their child on field trips. Parents are not permitted to share or send in food items for other students. If your child is permitted to have a daily snack in his/her classroom, please check with the teacher regarding acceptable items before sending anything in. Contamination can occur on tables/desks and cause harm to students utilizing that space later in the day. Please help by reinforcing the following food safety rules: don't share food with others, don't eat on the bus, and wash your hands before AND after eating. In these small ways you will assist us in keeping all our students safe and healthy.

## **SAFETY DRILLS:**

We conduct school safety drills throughout the year and generally include a fire drill monthly along with a tornado drill during the months of April and May. We practice 3 additional safety drills (including a lockdown drill with student participation) each year. Staff members annually review safety procedures and practice safety activities during professional development or staff meeting time. The basic procedures for most drills are posted in each room and are practiced by all occupants so that everyone understands what to do in an emergency. It isn't practical for the students in this age group to memorize everything to do during an emergency. Therefore, our main focus during safety drills is for students to listen to the adults in charge and follow all directions when given. Sometimes these activities can cause children to be concerned and they may express that to you. If you have, or your child has, questions/concerns, please let us know.

## **SCHOOL SAFETY HELP LINE: 697-SAFE (697-7233)**

Our district maintains a phone line for anyone concerned about the safety of one of our students. You may report a concern (anonymously if you wish) using the number provided. This system allows school personnel and/or our school resource officer to intervene and help the student. This number may be used if you suspect a child is: being abused or bullied, going to run away, threatening someone, or planning to do something unsafe.

## **CHILD ABUSE/NEGLECT:**

LPS staff members shall comply with the requirements of the child abuse and neglect provisions of the Ohio Revised Code. It is mandatory that all school employees report suspected child abuse and neglect to the proper authorities (ORC 2151.421). If an adult who is a non-school employee suspects child abuse or neglect, that suspicion should be reported to Children's Protective Service (241-KIDS in Hamilton County; 732-7173 in Clermont County; 1-513-932-1855 in Warren County). The School Safety Help Line (above) may be an alternate number to use, although should not be considered a substitute for contacting Children's Protective Service.

### **SCHOOL FEES:**

A school fee for workbooks, supplemental books, and consumable materials is charged for each grade level. Prompt payment of the fees is greatly appreciated. You are requested to make your check payable to "Loveland City Schools," and put your child's name and either the room number or teacher's name on the check. If you would like to pay your fees electronically, please see below. If paying school fees creates a hardship for you, please contact the school office to discuss your options.

### **BREAKFAST/LUNCH PROGRAM:**

The cost for a complete breakfast is \$1.50. A full lunch, including milk, is \$2.50. The cost of additional milk is \$.60. Bottled water and juice boxes are available for \$.50. Students with milk allergies may substitute a different drink option in place of milk. Meals may be pre-paid (\$12.50 for 5 lunches, \$7.50 for 5 breakfasts, \$25.00 for 10 lunches, etc.) or students may pay on a daily basis. Students are only permitted to have 3 charges at any time throughout the school year. Pre-paid lunches are tracked on an automated system and can be paid online (Please refer to *Online Payment System* below for additional information). Students buying a meal must use their assigned personal identification number (P.I.N.), which is provided and practiced with each student at the beginning of the school year. Children are welcome to bring their own lunch from home. Families may also qualify for the Federal Free/Reduced Breakfast & Lunch Program. For more information, visit our district web site ([www.lovelandschools.org](http://www.lovelandschools.org)). (Please refer to *Volunteering/Visiting LPS and Visiting Your Child for Lunch/Recess* on pg. 8 for information regarding joining your child for lunch.)

### **ONLINE PAYMENT SYSTEM FOR LUNCHES AND FEES:**

Loveland City Schools utilizes an online payment system to allow our parents to pay student fees and lunch charges. The system can be accessed via the district web site ([www.lovelandschools.org](http://www.lovelandschools.org)) or via <https://www.payschoolscentral.com/>. Parents can log in at any time to make a deposit to their child's account, view their child's account balance, set up recurring deposits to their child's account, set up email notifications when the account falls below a certain dollar amount, or see what your child has purchased for up to the last 30 days. If you have questions regarding the online payment system, please contact our Treasurer's Office at 513.683.5600.

### **PARTIES:**

Our students have four parties a year: Fall Harvest, Winter, Valentine's, and an End-of-Year Celebration. These are opportunities for our students to practice their developing social skills as well as a chance for Room Parents to plan some fun learning activities associated with each party's theme. Depending on the individual classrooms/teachers, families and siblings may be permitted to attend the "End-of-Year Celebrations" **only** (please check with your child's teacher for individual instructions). **Party volunteers for the other 3 parties will need to make alternate arrangements for siblings/other children.**

### **SPIRIT DAYS:**

Usually the last Friday of every month is designated as "Spirit Day" (Please refer to *Building Calendar* on pgs. 4 & 5 for exact dates). Everyone is invited to demonstrate school spirit by wearing orange, black, and white on these days.

## **BIRTHDAYS:**

We love birthdays! They are such an exciting event in the life of a child. Every day we celebrate student birthdays during the morning announcements. Each student will receive a special birthday postcard via the U.S. Postal Service wishing them a happy birthday and inviting them to visit the office to receive a small gift.

Parents may bring in small, inexpensive non-food items for sharing (ex. pencils and stickers). You can find out how many children are in your child's class by calling the school office. Please deliver birthday favors to the office with your child's name and teacher noted. **\*Please note: Parents are not permitted to share food with other students.** However, if you wish to have a food item for your **own** child, it must be consumed in the cafeteria during the student's regularly scheduled lunch time.

## **FIELD TRIPS:**

All field trips outside of the school require permission from parents via our online Emergency forms at the beginning of the school year. Once granted, students have permission to attend all school trips with just a simple notification to families prior to a trip taking place. For this reason, it is critical that guardians update their online Emergency Medical information any time something changes. **Parents may not transport their child to a school sponsored field trip.**

## **ELECTRONIC COMMUNICATIONS:**

LPS utilizes an electronic communication system. However, you may request "hard" copies sent home instead. You will be asked during the first month of school for your preference in communication (electronic or hard copy). Please note that if you opt to receive hard copies, you will only receive direct school communications (ex. teacher newsletters and letters from the media center). You will not receive flyers from the PTA or other youth organizations as these are all posted electronically. In utilizing an electronic system of communication, we hope to increase parental involvement, reduce paper-based costs (photocopying, envelopes, etc.), and make our communications more efficient and earth friendly. Families and community members may also "subscribe" to our building and district web pages at [www.lovelandschools.org](http://www.lovelandschools.org). We will use the email address provided by families in our online forms for communications from the building.

## **LOST AND FOUND:**

Every year we have many coats, sweatshirts, hats, gloves, and other items that are never claimed from our lost and found. **PLEASE PUT YOUR CHILD'S NAME ON ALL ITEMS THAT ARE BROUGHT TO SCHOOL.** If you are at school and want to check our lost and found items, please sign in at the office and you will be directed to our lost and found area. **Please be aware that lost and found items are donated locally at the end of each trimester.**

## **DOGS AND OTHER PETS:**

Due to student safety and liability issues, dogs or other family pets are not permitted inside the school building. Pets accompanying parents at student drop-off or pick-up may be on school grounds when properly restrained and supervised, but may not enter the building. Properly certified therapy or assistance dogs are permitted for planned events or when accompanying the handler.

## **QUESTIONS AND CONCERNS:**

We urge you to contact the school as soon as questions or concerns arise. Generally, the best person to contact is your child's teacher. This is especially true if you have questions or concerns about what is happening in the classroom. If something happens on the bus, please contact the Transportation Office (683-3103) first. They will work with us to resolve the issue. With children this age, the sooner an issue can be addressed the easier it is to resolve. We strive to make your experience at LPS a positive one. Please let us know if you ever have any questions!



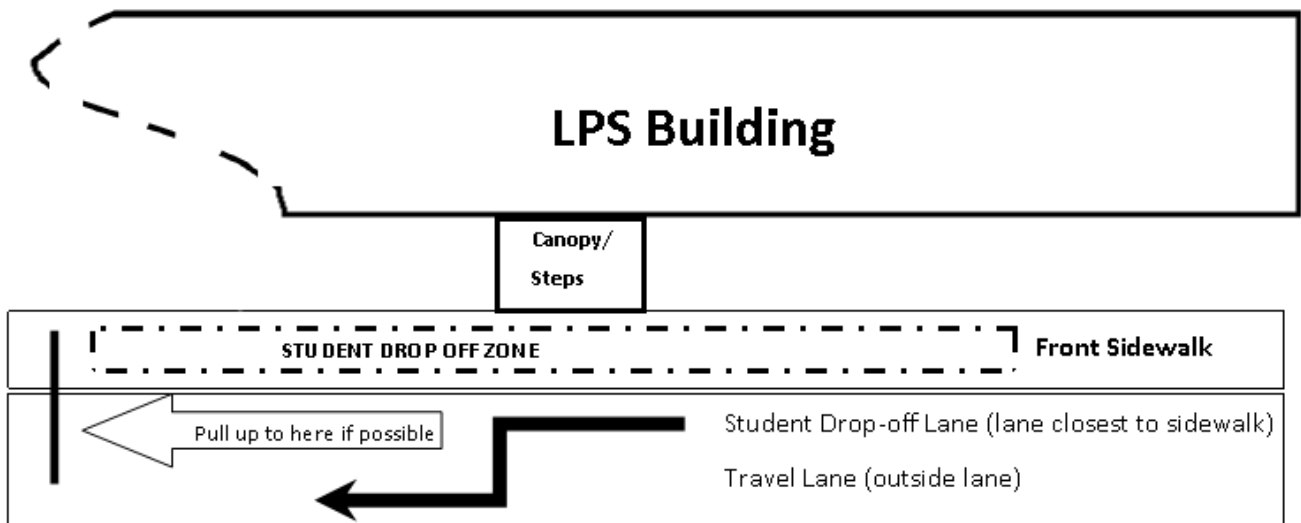
## **Addendum List**

**The following district items are included on the pages to follow in the order listed below:**


- *AM Drop-off Guidelines for Families* (p.15)
- *Medication Policy* (p.16)
- *Permission to Dispense Form* (p.17)
- *Attendance Rules and Regulations* (p.18-20)
- *Student Code of Conduct* (p.21-26)
- *Bullying/Anti-Harassment Policy/Other Forms of Aggressive Behavior* (p.26-33)
- *Required Federal Notices* (p.34-36)



## AM Drop-off Guidelines for LES/LPS Families



### Loveland Primary/Loveland Elementary Morning Drop-off Procedures:

- The inside lane, closest to the sidewalk, is the **ONLY** student drop-off lane. Please do not allow your child to exit the vehicle from the outside lane. Pull up as far as you can or to the student drop-off sign located several car lengths beyond the front steps. This will allow 5-7 families to drop off at the same time. Your child should exit the vehicle on the passenger side (by the sidewalk) whenever possible. If your child must exit the vehicle from the driver's side, then the adult dropping off should assist by getting out of the vehicle and making sure their child is safely on the sidewalk prior to getting back in the vehicle to exit the drop off lane.
- The outside lane is the travel lane. Once you have dropped your child off, check for traffic, signal, and immediately enter the outside travel lane to make room for other families dropping off behind you. ( see  on the diagram above).
- LES families should by-pass the LPS end using the outside travel lane. LPS families should also use the outside lane, once they have dropped off their LPS child, to by-pass LES families dropping off.
- If you need additional time to drop off, please pull forward beyond the drop off zone. **NOTE:** Our drop-off lane is also a fire lane. It is illegal to park your vehicle along the front curb and may result in a ticket from the Loveland Police Department. If you need to park your vehicle, please use an available parking space. You are also welcome to park across the street in Shoppers Haven as needed.

## MEDICATION POLICY

### Attention All Parents/Guardians

The Loveland City Schools medication policy, based on Loveland Board of Education policy, requires that the following steps be followed when initiating medications for students in the Loveland City School District:

- The *Permission to Dispense Form* is only for medications that absolutely must be administered during school hours. Medications that can be given at home (for example, meds given once a day; antibiotics given 1-3 times a day) should be given at home.
- The *Permission to Dispense Form* is filled out completely by the physician and parent/guardian with only one medication per form.
- Medication is delivered to the appropriate school by an adult. ***Medication is never to be transported by the student.*** Medications include (but are not limited to) pills, inhalers, Epi-Pens, glucometers/lancets, lotions, cough drops, eye drops, Tylenol/Advil, etc.
- Medication must be delivered in the original container from the pharmacist with the label showing the child's name, dosage directions, doctor's name and prescription number. Over-the-counter medications must be properly labeled with the student's full name and dosage noted on the label. These labels must match the physician's orders to be accepted.
- As medications are changed or adjusted, a new *Permission to Dispense Form* must be filled out by the physician and parent/guardian.
- In order for a medication to be eliminated, we must have a physician's and/or parent's signature in written form to do so. To restart a medication a new *Permission to Dispense Form* needs to be filled out completely. If the physician changes, please notify the school.
- For medications requiring liquid measurements, the proper measuring utensil must be provided (e.g. 1/2 teaspoon ordered requires a utensil that measures 1/2 tsp. exactly).
- All medications must be picked up at the end of the school year by an adult or they will be disposed of properly.
- Orders for medications are valid only for the current school year in which they are written.

**In the event that the above rule regarding the transportation of medication is not followed, the following action steps will be taken:**

- If medications are sent in with a student, the school nurse will contact the family by telephone to reinforce that this is not allowed by policy. A written letter signed by the Superintendent will also be sent.
- For a second offense, the student may be suspended until the principal, nurse, and parent can meet to discuss the situation.

If you have any questions or concerns, please feel free to contact the nurses at 677-7973 and leave a message.

Judy Leamy RN & Vicki Falconi-Young RN, School Nurses, Loveland City School District

***Detach and keep this copy for your records.***

**PERMISSION TO DISPENSE FORM**

**Loveland City Schools**

**\*Only one medication per form\***

**\*\*Only for medications that must be administered during school hours\*\***

PARENT/PHYSICIAN REQUEST FOR THE ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

**TO BE COMPLETED BY THE CHILD'S PHYSICIAN:**

Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Name of medication: \_\_\_\_\_ Date of authorization: \_\_\_\_\_  
Reason for medication: \_\_\_\_\_  
For inhalers only, student has been instructed on its proper use and may carry on person: Yes \_\_\_\_\_  
Dosage \_\_\_\_\_ Frequency \_\_\_\_\_ How administered \_\_\_\_\_  
Date to begin administering medication \_\_\_\_\_ Date to terminate \_\_\_\_\_  
Time(s) to be given at school (exact time): \_\_\_\_\_  
Possible side effects/adverse reactions: \_\_\_\_\_  
Special conditions for storage of drug: \_\_\_\_\_  
Student may carry inhaler: Yes \_\_\_\_\_ No \_\_\_\_\_ Student instructed in use of inhaler: Yes \_\_\_\_\_ No \_\_\_\_\_  
(Print or Type)  
Physician \_\_\_\_\_ Telephone # \_\_\_\_\_  
Address \_\_\_\_\_

Physician's signature \_\_\_\_\_

**TO BE COMPLETED BY THE PARENT:**

Loveland Board of Education policy (Student Section, JHCD) requires consent of physician/parent/guardian before medication can be given to a child by school personnel. The following information is necessary in order to comply with this policy. Return completed form to your child's school office/clinic. Answer all questions to expedite service requested.

Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip \_\_\_\_\_ Telephone # \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher \_\_\_\_\_  
Pharmacy: \_\_\_\_\_ Telephone # \_\_\_\_\_

The undersigned agrees not to file or make any claim against anyone for negligence in connection with administration or non-administration of any medicines and further agrees to save such individuals and hold them harmless from any liability incurred as a result of the administration or non-administration of any medicines.

I request school personnel to administer the medication as instructed and agree to (1) deliver the medication to the school in the original container from the pharmacist with the label showing the child's name, dosage directions, doctor's name and prescription number and (2) notify the school if I change physicians or if the medication is changed or eliminated. I understand it is the student's responsibility to report on time for this medication. I understand that students may not transport medicines (includes, but is not limited to, pills, lotions, cough drops, eye drops, Tylenol, etc.) to or from school. Exceptions made by the district nurses only.

I give my permission for the principal or his/her designee to administer the prescribed medication.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_  
Daytime Telephone # \_\_\_\_\_

**THIS PERMISSION IS NO LONGER VALID AT THE END OF THE CURRENT SCHOOL YEAR AND MEDICATION WILL BE DISPOSED OF AT THAT TIME.**

## **ATTENDANCE RULES AND REGULATIONS [Board Policy 5200]**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

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

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
- H. such good cause as may be acceptable to the Superintendent.
- I. medically necessary leave for a pregnant student in accordance with Policy 5751.
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725.

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

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

### Excessive Absences

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight

(38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- 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.

#### Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the Principal may, in his/her discretion contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

#### Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action

- G. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign a staff member (one school official) to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

### **Reporting Requirements**

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61<sup>st</sup>) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61<sup>st</sup>) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the absence intervention team may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child under this policy.

Revised 8/16/11; Revised 5/17/16; © Neola 2017

Legal - R.C. 3313.664, 3313.668, 3317.034, 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.191

R.C. 3321.22, 3321.38, 3323.041, 3331.05 / A.C. 3301-35-03(G), 3301-47-01, 3301-69-02

## **STUDENT CODE OF CONDUCT AG5500**

Ohio Revised Code (ORC) 3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts, which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. Parents will be contacted within 24 hours, in person or by phone. If the school authorities are not able to reach the parents, documentation of attempts to reach parents will be kept. Parents will receive a copy of the intent to suspend and a notice of suspension. The notice of intent to expel shall be sent to the student and his parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student or his parents may appeal any decision of the Loveland City School District (LCSD) Administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion or suspension to Hamilton County Court of Common Pleas.

It is the policy of LCSD Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. LCSD will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to makeup all assignments and work missed as a result of his or her absence.

This Code of Regulations is adopted by the LCSD Board of Education pursuant to Sections 3313.661 and 3313.662, ORC. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the ORC. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student's conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Loveland City Schools.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The guidelines under which this community service shall be performed are:

- a. The student and parent will execute a document agreeing to the community service in conjunction with or in place of a suspension or expulsion. If community service is not completed to the Superintendent's satisfaction, all or part of the suspension or expulsion may be reinstated.
- b. Community service shall be performed at the place and time designated by the Superintendent.
- c. Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student and parent.
- d. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the Superintendent's intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent to show cause why the suspension/expulsion should not be imposed.

The types of conduct prohibited by this Code of Regulations are as follows:

1. Truancy.
2. Chronic misbehavior which disrupts or interferes with any school activity.
3. Fighting.
4. Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises.
5. Theft or possession of stolen goods.
6. Carrying concealed weapons.
7. Possession or use of dangerous weapons or ordinance or objects which look like weapons or ordinance, including, but not limited to: guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, and studs; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to: axes, hatchets, hammers, saws, ice picks, screwdrivers, and knives.
8. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
9. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to: cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
10. Buying, selling, transferring, using, possessing, having the odor of, or being under the influence of any alcoholic beverage or intoxicant of any kind
11. Buying, selling, transferring, using, possessing, having the odor of, or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
12. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
13. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
14. Turning in false fire, tornado, bomb, disaster or other alarms.
15. Cheating or plagiarizing.
16. Gambling.
17. Assault on a school employee, student, or other person.
18. Any disruption or interference with school activities.
19. Harassment of school personnel or other students during school and/or non-school hours, including sexual harassment.
20. Firearm look-a-likes. Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object of substance (i.e. toy guns, cap guns, BB guns, pellet guns).
21. Unwelcome sexual conduct/advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).
22. Serious bodily injury. An incident that results in serious bodily injury to oneself or others. Serious bodily injury is defined as “a bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty”.
23. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases, which are obscene or profane as, defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
24. Disrespect to a teacher or other school authority.



25. Refusing to take detention or other properly administered discipline.
26. Skipping detention.
27. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
28. Forgery of school or school-related documents.
29. Extortion of a student or school personnel.
30. Arson or other improper use of fire.
31. Possession of matches or lighters or other similar devices.
32. During the school day, students shall not be permitted to use beepers, pagers, cellular telephones or any other related electronic communication devices. All such devices should be turned off during the school day.
33. Cursing.
34. Use of indecent or obscene language in oral or written form.
35. Publication of obscene, pornographic, or libelous material.
36. Placing of signs and slogans on school property without the permission of the proper school authority.
37. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
38. Demonstrations by individuals or groups causing disruption to the school program.
39. Tardiness.
40. Leaving school premises during school hours without permission of the proper school authority.
41. Upon initial arrival, leaving school property without permission.
42. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
43. Involvement in gang activities including, but not limited to, graffiti, signs, signals, tattoos and gestures, and the wearing or displaying of gang-affiliated clothing/articles.
44. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the administration are reasonably related to or represents gang or gang like activity.
45. Improper or suggestive dress.
46. Indecent exposure.
47. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
48. Presence on school property with a communicable disease as defined by local health department authorities.
49. Failure to abide by rules and regulations set forth by administration for student parking.
50. Disobedience of driving regulations while on school premises.
51. Convey, attempt to convey, or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
52. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
53. Aggravated murder.
54. Murder.
55. Voluntary manslaughter.
56. Involuntary manslaughter.
57. Felonious assault.
58. Aggravated assault.
59. Rape.
60. Gross sexual imposition.
61. Felonious sexual penetration.
62. Willfully aiding another person to violate school regulations.
63. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
64. Any other activity by a pupil, which the pupil knows, or should know, will disrupt the academic process or a curricular or extracurricular activity.

65. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
66. Violation of any Board rule, regulation or policy.
67. Damage or destruction of private property on school premises or in areas controlled by the school.
68. Hazing (to persecute, harass or humiliate another student and/or employee).

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

A. "Emergency suspension" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. [See Policy 5610.03 "Emergency Removal"]

B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, Principal, Assistant Principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5610.04 Student Suspension.

C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5610.02 Student Expulsion.

#### 1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to: any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or
- c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

## 2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult and
- b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- or
- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

## 3. Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;
- or

b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01)

A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

REVISED MAY 2006

### **REDUCING BULLYING AND AGGRESSIVE BEHAVIOR IN LOVELAND CITY SCHOOLS**

Loveland City Schools has adopted the I C.A.R.E. (I Create a Respectful Environment) approach to improving school climate for all students. This program is modeled after the research of Dr. Dan Olweus, a leading expert on reducing bullying in schools. The program goals are:

1. to reduce and eliminate bullying behavior and violence in schools
2. To prevent new occurrences of bullying and violent behavior
3. To create a respectful, trusting, supportive environment that fosters learning

As a district, we will be working with students to realize the following commitments:

- We will not bully others.
- We will include students who are easily left out.
- We will try to help students who are bullied.
- When we know somebody is being bullied, we will report it to an adult at school and an adult at home.

What can you do to **STOP** bullying if it is happening to you or someone else?

**S** – Say something. Tell the person to STOP and walk to a safe place.

**T** – Tell an adult at school and at home.

**O** – Options should be discussed at home and school to plan what to do if it happens again.

**P** – Practice your plan so that you will be prepared.

This program involves important classroom, school-wide, and district-wide components. The Loveland Board of Education has set the tone for supporting this effort through the adoption of policy as follows:

### **5517 - ANTI-HARASSMENT**

#### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel,

including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board. For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (i.e. visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Definitions**

#### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- 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.

- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

**NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge.**

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Reports and Complaints of Harassing Conduct**

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular

programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually in the parent and staff handbooks and/or on the School District's web site.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

### **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 the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Informal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All

interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the School District community or third party making the complaint and the individual accused of the harassing conduct.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

The decision of the Superintendent shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. 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 and harassment in general, will be age and content appropriate.

R.C. 4112.02

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

29 U.S.C. 621 et seq.

29 U.S.C. 794

42 U.S.C. 12101 et seq.



20 U.S.C. 1681 et seq.

42 U.S.C. 1983

CROSS REFERENCES: Policies 2210.03, 2260, 2260.01, 3122, 3362.03, 5516

Adoption 6/15/99

Revised 2/21/06

## **5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

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. The Board of Education 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 or while in route 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 and subsequently revised 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 any intentional written, verbal, graphic, 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). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. 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/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means 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. 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 or Treasurer/CFO 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 has occurred, it will result in prompt and appropriate remedial and/or disciplinary action as described in the Student Code of Conduct. All discipline arising from harassment, intimidation or bullying shall be promptly documented on the Student Information Management System.

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. Making intentionally false reports about 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.

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.

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 principal or appropriate administrator shall notify the 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, act of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify the 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 principal for review, investigation, and action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who 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.

### **Preventative Measures**

This policy shall appear in student handbooks and other publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the District. Information regarding this policy shall also be incorporated into employee training manuals.

To the extent that State or Federal funds are appropriated for these purposes, the Board will provide training, workshops or courses on this policy to school employees and volunteers who have direct contact with students.

Teachers, guidance counselors, coaches and building administration will educate students about this policy through class discussion, counseling and reinforcement of appropriate student behavior. School personnel should intervene promptly whenever they observe student-on-student misbehavior, even if such conduct does not yet meet the frequency, severity or pervasiveness to constitute harassment, intimidation or bullying that is prohibited by this policy.

If the building principal or designee finds that a student has been the victim of harassment, intimidation or bullying, in addition to the imposition of disciplinary action against the student-offender, the following strategies may be implemented to protect the victim from additional harassment, intimidation or bullying:

- A. Staff may be instructed to observe and record the behavior of the student-offender in less-supervised settings such as the cafeteria, playground and restrooms. If the student-offender's misbehavior persists, administration may assign the student-offender to recess, lunch or class-release times different from those of the student-victim.
- B. The offending student and his/her parent(s) or guardian(s) may be requested to participate in a conference with building administration and staff in an attempt to enlist the parent(s) or guardian(s) to work cooperatively with the school to stop the harassment, intimidation or bullying.
- C. In consultation with the student-victim and his/her parent(s) or guardian(s), examine the student's daily schedule to identify those activities where harassment, intimidation or bullying most often occur. Make arrangements to increase supervision or adjust the student's schedule to reduce or eliminate under supervised activities.
- D. Change classroom layout or rearrange seating to eliminate "blind spots" where future acts of harassment, intimidation or bullying may occur.

R.C. 3313.666, 3313.667  
State Board of Education Model Policy (2007)

Adopted 8/17/04  
Revised 2/21/06; 11/27/07; 3/18/08

## **REQUIRED FEDERAL NOTICES**

The following notices are required by Federal law. We apologize for their length and technical nature, but they are included so that Loveland Schools are in full compliance of the law and so that you are fully informed in these matters.

### **Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Loveland City School District (LCSD), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, LCSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Loveland Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the end of the second full week of each new school year.

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; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTA/PTSA directories; or student's photograph.**

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official

is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education –

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Loveland School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Loveland Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Loveland Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Loveland Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities

and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents 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  
Washington, D.C. 20202-5901