

Loveland Middle School Handbook 2018-2019

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Loveland Middle School Administrative Staff

Principal	Charles Ogdan
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Guidance Counselor	Kim Shafer
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LOVELAND CITY SCHOOLS

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Superintendent	Dr. Amy Crouse
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Director of Secondary Programs	Ms. Andrea Conner
Director of Technology & Innovation	Mr. David Knapp
Director of Student Services	Mr. Eric Dool
Business Manager	Mr. John Ames
Treasurer	Kevin Hawley

Board of Education: President: Mr. Art Jarvis
Vice President: Dr. Kathryn Lorenz
Ms. Michele Pettit
Mr. Ned Portune
Ms. Eileen Washburn

Website: www.Lovelandschools.org

LOVELAND TIGERS

TEAMWORK

INTEGRITY

GENEROSITY

EXCELLENCE

RESPECT

SUCCESS

WELCOME TO LOVELAND MIDDLE SCHOOL

As students move into a new stage of their life, many challenges will face them. The middle school years are sometimes filled with anxiety, but they can be some of the best years of your life. There are many things to do. Besides great classes with great teachers, we have extra-curriculars such as athletics, musical groups, drama, clubs and dances. Take advantage of this time and experience as many things as you can.

This handbook is meant to serve as a resource for students and parents. Students and parents are encouraged to read the handbook together to familiarize themselves with policies and procedures. This home and school partnership will result in a school environment that promotes individual student growth and responsibility. Loveland Middle School is a caring community of life-long learners and we look forward to involving our students, our parents and our community in that endeavor.

“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 the handbook.”

Vision: Our 3 year vision at Loveland Middle School is to be the #1 Middle School in the state of Ohio. We will accomplish this goal by embodying 4 core values: Grit (hard work), Rise (improvement), Innovation (creativity), and Leadership (distinguished leadership). Everyday students and staff strive to accomplish this goal and live our our 4 cores values.

Mission 2018 - 2019: Improve: $E + R = O$ (Event + Reaction = Outcome). Students and staff will strive every single day to improve upon what they accomplished the previous day, week, month, year. To continue our improvement the formula of $E + R = O$ will model the positive behaviors we want as LMS Tigers. Every student will have tools to succeed knowing that their Reaction to an Event ultimately determines the Outcome. Our mission provides students and staff the short term planning to achieve our 3 year vision

LOVELAND CITY SCHOOL DISTRICT 2018-2019 SCHOOL CALENDAR

August 20, 2018.....	Teacher Inservice/Workday-No School
August 21, 2018.....	First Day of School
September 3, 2018.....	Labor Day-Holiday
October 8, 2018.....	Observance of Columbus Day/Inservice Meeting-No School
November 12, 2018.....	(Observed) Veterans Day-Holiday
November 21, 2018*.....	Conference Day – No School
November 22 & 23, 2018.....	Thanksgiving Holiday & Vacation
December 21, 2018.....	Last Day of School Before Winter Recess
January 3, 2019.....	First Day of School After Winter Recess
January 11, 2019.....	Teacher Inservice/Workday-No School
January 21, 2019.....	Martin Luther King Day-Holiday
February 18, 2019.....	Presidents Day-Holiday
March 22, 2019.....	Last Day of School Before Spring Recess
April 1, 2019.....	First Day of School After Spring Recess
April 19, 2019.....	Good Friday-No School
May 27, 2019.....	Memorial Day-Holiday
May 30, 2019.....	Tentative Last Day of School for Students
May 31, 2019.....	Tentative Teachers Workday/Records Day

In compliance with HB 638, weather/calamity make-up days are designated as June 3, 4, 5, 6, & 7. Teacher workday scheduled the day after last school day for students

***The day before Thanksgiving is listed as a Conference Day with no students in attendance, but the actual conferences are scheduled during evening hours earlier in November.**

1st Qtr 8/21 – 10/19 3rd Qtr 1/14 – 3/22 2nd Qtr 10/21 – 1/10 4th Qtr 4/1 – 5/30

(Dates are Subject to Change with Board Approval)

LMS CLASS SCHEDULES

Tiger Time 7:45-8:15
Bell 1 - 8:18-9:03
Bell 2 - 9:06-9:51
Bell 3 - 9:54-10:39

Lunch 1	Lunch 2	Lunch 3	Lunch 4
L1) 10:39-11:09	4) 10:42-11:27	4) 10:42-11:27	4) 10:42-11:27
4) 11:12-11:57	L2) 11:27-11:58	5) 11:30-12:16	5) 11:30-12:16
5) 12:01-12:47	5) 12:01-12:47	L3) 12:16-12:47	6) 12:19-1:05
6) 12:50-1:35	6) 12:50-1:35	6) 12:50-1:35	L4) 1:05-1:35

Bell 7 1:38-2:25

LMS 2 HR Delay Schedule

7th Grade

Bell 1 - 9:45 – 10:21
Bell 2 - 10:24 – 10:55
Bell 3/Lunch 1 - 10:58 – 11:29
Lunch 2/Bell 3 - 11:32-12:03
Bell 4 - 12:06 – 12:38
Bell 5 - 12:41 – 1:13
Bell 6 - 1:16 – 1:47
Bell 7 - 1:50 – 2:22

8th Grade

Bell 1 - 9:45 – 10:21
Bell 2 - 10:24 – 10:55
Bell 3 - 10:58 – 11:29
Bell 4 - 11:32 – 12:03
Bell 5/Lunch 3 - 12:06 – 12:38
Lunch 4/Bell 5 - 12:41-1:13
Bell 6 - 1:16 – 1:47
Bell 7 - 1:50 – 2:22

LMS 2 HR Early Release Schedule

7th Grade

Bell 1 - 7:45-8:21
Bell 2 - 8:24-8:55
Bell 3 - 8:58-9:29
Bell 4/Lunch 1 - 9:32-10:03
Lunch 2/Bell 4 - 10:06-10:38
Bell 5 - 10:41-11:13
Bell 6 - 11:16-11:47
Bell 7 - 11:50-12:25

8th Grade

Bell 1 - 7:45-8:21
Bell 2 - 8:24-8:55
Bell 3 - 8:58-9:29
Bell 4 - 9:32-10:03
Bell 5 - 10:06-10:38
Bell 6/Lunch 3 - 10:41-11:13
Lunch 4/Bell 6 - 11:16-11:47
Bell 7 - 11:50-12:25

I. ACADEMIC PROCEDURES

STUDENT FEES

Each year it is necessary for the school to charge a general supply fee for consumable items such as workbooks, physical education supplies, art supplies, science lab activities and music supplies. The fee for Loveland Middle School students is \$50 or \$130 depending on whether you will be using a school issued device. Students using their own computer from home will owe \$50. Students using a school issued Chromebook will owe \$130. Student fees are subject to change by the Treasurer's Department of the Loveland City Schools.

GRADING SCALE

Your grades from LMS may come from homework, quizzes, tests, projects, and/or class participation. The evaluation of your work is an important function of your teachers. Percentages DO NOT round up. They will be using the following scale:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

TEAMS

All students are assigned to teams at Loveland Middle School. A team consists of a number of students assigned to a group of teachers for all/most of their core academic subjects. Team leaders meet to plan activities, coordinate curriculum and conference with parents, students and/or administration. Teaming is designed to meet the needs of the whole child while they are at LMS.

HOMEWORK

Homework is an integral part of schooling. It has several purposes: to enhance the daily teaching and to practice and reinforce what has been taught. Homework amount and time will vary throughout the year. Student should have some tool to organize their homework and planning. Traditional paper organizers will be provided upon request.

PROGRESS BOOK

Access to student grades and assignments are available through Progress Book. Updated calendar information, various announcements, and other important information is posted on the website as well. All parents are encouraged to activate their Progress Book accounts at the beginning of the school year. Please contact the main office if you need help accessing your account.

VOICEMAIL

Each of our teachers has voicemail where you or your parents may leave a message concerning your classes. You may access a teacher's voicemail through the directory from our main line, 683-3100, or a secretary can connect you.

PROGRESS REPORTS AND REPORT CARDS

Any parent/guardian may access his/her student's grades at any time via Progress Book or may request a copy of his/her student's Interim Report by calling 683-3100. Your child's teacher may require that you get a progress report signed and returned to school.

Report cards are sent home at the end of each quarter. The final report card will be mailed home following the end of the year. Please check the school calendar for the exact dates of when report cards and progress reports are sent home.

TEXTBOOKS

Textbooks for some of your classes will be issued the first week of school. Be sure to write your name (in ink) on the book label. This will help you to locate your book in case you misplace it. Textbooks are used from year to year by many students. With this in mind, students are asked to keep them in good condition and not to write in them. Students must pay for any damaged or lost books.

HONOR ROLL

Students who have earned a 3.0 average for the quarter are named on the Honor Roll. Students with a 3.8 average are named on the High Honor Roll

STUDENT RECOGNITION PROGRAM

LMS take extreme pride in the accomplishments of our students. We have several recognition programs in place including, but not limited to:

- Weekly Department Awards: selected by each department for representation of our 4 core values.
- Monthly Principal's Lunch: 5 students selected by teachers from 7th & 8th grade for exceptional representation of our 4 core values.
- Quarterly Perfect Attendance Recognition: ALL students receive a certificate and are entered into a drawing for a L-paw blue tooth speaker.
- Quarterly Honor Roll

II. STUDENT PROCEDURES

DRESS AND APPEARANCE

A student's clothing and hygiene say a lot about how much a student respects him/herself and the school, so students must consider the following information when making clothing choices. Students are expected to be clean, well groomed, and dressed in a modest manner that does not distract themselves or others from learning. If a student's appearance or clothing calls undue attention to him/herself, he/she may be sent to the office for a change of clothing. Because all students represent the school, they must be appropriately dressed at all school-related events.

In general, appropriate dress means that clothing is clean, safe, decent, and does not interfere with the educational process. Some common guidelines are outlined below:

- Pants, shorts and skirts must be worn at the appropriate waist level. Pants should not drag on the floor or have unnecessary attachments.
- Shorts, skirts, and dresses must not be above the lowest point of their fingertips with arms extended straight down at their sides with relaxed shoulders.
- Shoes must be worn at all times.
- Undergarments may not be seen at any time.
- All shirts must have sleeves, should have enough neckline to cover cleavage, and cover the entire torso area at all times.
- All shirts must be long enough to be able to be tucked in.

Items of attire which are unacceptable include, but are not limited to, the following items:

- tank tops;
- hats; hoods worn on the head; bandanas; sweatbands;
- sunglasses;
- chains of any kind; heavy metal jewelry;
- revealing clothing;
- pajama pants or other clothing designed for sleepwear;
- any articles of clothing which promote use of alcoholic beverages, drugs, gang activity, sexually suggestive language, violence or inappropriate language; or other inappropriate messages;
- clothing with indecent/excessive rips, tears or holes;
- trench coats or any coats class; coats and book bags are to remain in student lockers during class time. Book bags are considered to be any bag large enough to carry multiple textbooks.

***There may be dress code situations that come up throughout the year that are not outlined in the above notes. Administration will make determinations on what is appropriate attire for a learning environment and middle school students.

LOCKERS

You will be issued a locker with a built-in combination lock. Please memorize the combination and do not give it out to anyone. Every student is issued their own locker, so lockers should never be shared. You will be allowed to go to your locker before school starts in the morning, before and after lunch and at the end of the day. Remember that the locker is school property. The school has the right to access your locker at any time. You are expected to keep your locker clean, organized and free from unnecessary items. Each student is also assigned a PE locker during PE class. Each student is responsible for keeping their locker locked at all times.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

LUNCH

You may purchase the school lunch, the specialty lunch, or pizza lunch in the school's cafeteria. A la carte items are also available for purchase during the lunch period. Students may also bring their lunches and store them in their lockers during the day. Food and drinks are to remain in the cafeteria and are not to be taken out of the cafeteria at the end of lunch.

We expect you to behave in an appropriate manner during lunch. Everyone wants to eat in a clean area, and students are expected to clean up after themselves. During good weather we offer students the opportunity to go outside after they have finished eating to get fresh air. During cooler weather, you will need to bring your coats to lunch with you.

For the safety of our students and with their needs in mind, we do not allow visitors to eat in the cafeteria with the students. Due to the danger of food allergies, we ask students and parents not to provide food or treats for others in the cafeteria. The school offers an electronic lunch account for each student. Parents can deposit money into their child's account at any time for their child to use during lunch. Students will not be able to charge lunches on their accounts, so please make sure you have money on your account or bring money each day.

WIRELESS COMMUNICATION DEVICES

Wireless Communication Devices include cell phones, iPods, tablets, portable game systems, laptops or any other electronic device.

General Guidelines for Loveland Middle School include:

Students may use electronic devices before and after school and in the cafeteria during lunch.

Use of electronic devices for educational purposes in the classroom is at the sole discretion of each individual teacher. Teachers may confiscate devices if students violate the individual policy of the teacher.

Students may not take pictures, record audio, or record video during the school day. Students may not use electronic devices to bully or harass others. Sexting is prohibited. Because of privacy concerns, electronic devices may not be used in restrooms or locker rooms. Sending or receiving answers to tests or quizzes is prohibited.

Students may use electronic devices on the bus at the discretion of the bus driver. Distracting behavior will not be tolerated and all school rules still apply.

Cell Phone Guidelines

During class times cell phones are ONLY to be in the student's locker and turned on silent or off. Cell phones are not permitted in the classroom unless otherwise directed by the teacher. Failure to follow this rule could result in discipline from the classroom teacher and administration.

No expectation of confidentiality will exist in the use of electronic devices on school property. The school has the right to view any image or text on a student's electronic device or cell phone if there is reasonable suspicion that the student has violated the law or school rules. The school has the right to search the district's network. Violations of school rules on electronic devices are subject to school consequences.

The school does not take responsibility for missing or lost personally-owned devices. Possession of an electronic device is a privilege not a right. Students who violate any of these provisions may have their devices confiscated.

If you need to call home, please ask a teacher for permission to use the phone. You will only be permitted to use the office phones in an emergency.

SELLING ITEMS

You may not sell any items in school except those items approved by the administration for clubs, Student Council, etc. Selling items not approved will result in discipline.

LOST AND FOUND

There is a designated area in the building for found items. If you have lost something, please look for it there first. Do not bring items of great value to school. If you find something that does not belong to you, please take it to the lost and found area or bring it to the office.

HALLWAY PASSES

An adult must sign a pass any time you need to be in the hallway during class time.

III. TRANSPORTATION

SCHOOL BUSES

Loveland City School provides bus transportation for all of its students. Students must ride their assigned bus. If there is need for you to ride a different bus for a day, your parents must request permission from the Transportation department in advance. They will then notify the school that you are allowed to ride a different bus.

While riding the bus, students must remain seated at all times. Once you are on the bus, you are not permitted to get off the bus until your stop, unless otherwise instructed by a school official. No food, candy, gum or beverages are allowed on the bus at any time. Please be at your stop in time in the morning. We expect you to be respectful of the bus driver, the bus and the other passengers while riding the bus. Failure to comply could result in loss of riding privileges or consequences deemed appropriate by school administration.

If you have questions regarding bus routes or other bus related concerns, please call the transportation department at 683-3103.

SKATEBOARDS, ROLLERBLADES, SCOOTERS & BICYCLES

Students may not bring skateboards, scooters or rollerblades to school for any reason. Students may ride their bicycles to school. We ask that they be locked in the bike rack in front of the school. Students who do not ride a bike to school are to stay away from the bike rack.

DROPPING OFF & PICKING UP

We encourage you to ride the bus whenever possible due to increased traffic flow in the morning and afternoon. If you need to be dropped off or picked up by your parents, you should do so in front of the building. You should only ride home with your own parents. If you need to ride home with someone else, please make sure that you have your parent's permission. With the safety of our students in mind, we ask that you not arrive at school before 7:30 am unless you are meeting with a teacher.

WALKING

Statistically speaking, students are far safer on a school bus. The Loveland City School District provides bus service for all students. Loveland Middle School parents can choose to permit their children to walk or ride bicycles to school, but we encourage parents to insist that their children ride the bus.

IV. ATTENDANCE

ABSENCES

Because students miss out on important information when they miss school, school law requires that students attend school regularly. School attendance is both a parent and a student responsibility. School authorities must enforce the law of regular school attendance.

If you are ill, we ask that a parent call 697-3602 (attendance line) in the morning prior to 10 am if at all possible to report the absence. In the case of a planned absence, we ask that your parent report the days that you will miss as soon as they know about them. Without notification from your parent, the absence is unexcused. Please see the Loveland City Schools Policy for Attendance.

Attendance will be reported by period. If a student arrives later than one hour past the beginning of the day, he/she is marked one half day absent. Similarly, if they leave with more than an hour of the day remaining, they are also charged with a half day absence. Any absence after 15 days will be considered unexcused unless documented by a doctor/dentist/legal authority.

Excess absences could lead to filing truancy charges within your county's juvenile court.

ABSENCES & HOMEWORK

If a student is absent, we encourage students to access Progress Book for daily assignments. If a student is out for three or more days, parents may call to request handouts and assignments from the teachers. Please call 697-3602 to request those before 8:00 am.

LATE ARRIVAL

If you arrive at school after the beginning of the day, you must check in at the attendance office before reporting to class.

LEAVING SCHOOL DURING THE DAY

The safety of students is our top priority. With this in mind, we keep track of students when they arrive late or need to leave early. Once you are on school grounds, you must remain there. To leave school during school hours, you must have an adult who is listed on your emergency form sign you out at the attendance office. They may be asked to provide a photo ID in order to sign out a student. If you return before the end of the day, you will need to come to the attendance office to sign in.

TARDIES AND UNEXCUSED ABSENCES

It is very important that the school can account for your attendance. Therefore, tardies and unexcused absences are treated very seriously and will result in the disciplinary consequences. Consequences can include lunch detentions, after school detentions or Friday/Saturday schools. Excess absences could lead to filing truancy charges within your county's juvenile court.

VACATIONS

Parents are asked to schedule family vacations and trips to coincide with the school district's calendar. If it is necessary to miss a school day, please submit a written request to the office for the vacation at least five days prior to leaving so that every reasonable effort can be made to prepare a list of assignments for the student. It is the student's responsibility to make arrangements with the teachers for missed work. Student absences for the reason of vacation will be recorded as "reported" absences.

STAYING AFTER SCHOOL

Students may not stay after school without staff supervision. Students are encouraged to stay after school to take advantage of intervention opportunities or participate in extra-curricular activities. Students must be supervised by a staff member at all times and need to be picked up promptly after the event. Students wishing to attend after school events, such as games or performances, will need to go home after school and then return for the event. This is for the safety of all of our students.

VISITORS & VISITOR PARKING

Visitors are always welcome in our building, especially parents! For the safety of our students and staff, we require that visitors check in at the attendance office before entering any other part of the building. Visitors may be asked to provide a photo ID at any time while they are in the building. Visitor parking is located in the front of the school building.

V. EXTRA CURRICULARS

School is not only about academics. Loveland Middle School also offers a wide variety of other activities in which students may participate. Participating in and attending extra-curricular activities is a privilege. Appropriate behavior and good sportsmanship is expected during all athletic and non-athletic events. Always remember that you are representing your school as a participant in any of these activities.

In order to participate in any extra-curricular activity, you must be in attendance a full day. Administrative approval may waive attendance in extreme cases of emergency. This applies to plays and productions, clubs, athletics, dances, etc.

You must be present by 8:15 am to participate in any after school activity. Also, you must be in attendance by 8:15 am on Friday or the last day of the week to be eligible to participate in the weekday/weekend extra-curricular activity.

CLUB OPPORTUNITIES

Drama
Student Council
Show Choir
Yearbook
Stage Band
National Jr. Honor Society

ATHLETICS

Fall	Winter	Spring
Cross Country	Basketball	Track
Cheerleading	Cheerleading	Boys Tennis
Girls Tennis	Wrestling	
Football		
Volleyball		

ELIGIBILITY

If you wish to participate in any activity which competes, such as athletics, stage band or show choir, you must have earned at least a 1.0 GPA and passed at least 75% of your classes the previous quarter. Improper behavior/conduct could result in dismissal from any extra-curricular activity.

SPORTSMANSHIP

At Loveland Middle School, we are proud of our students and parents for the great sportsmanship that they show during athletic events. We continually talk about the issues of sportsmanship to the students during assemblies and during each athletic season. Good sportsmanship includes positive cheering from the stands and polite interactions with other fans and athletes. We ask that everyone will help us with this endeavor.

LOVELAND ATHLETIC BOOSTERS

The Loveland Athletic Boosters is a non-profit organization made up of adult volunteers. The primary function is to generate income to supplement the Athletic Department. Methods for generating funds include running concessions, fundraising and Booster membership. This support helps provide facility improvements, equipment for athletes, and financial support for teams that may be traveling.

Each year our schools and community continue to grow. The Boosters would love to have new members or answer questions about the organization. The Boosters meet the first Monday of each month in the high school cafeteria at 7:00 pm.

LOVELAND MUSIC BOOSTERS

The goal of the Loveland Music Boosters is to support the music program any way they can. Meetings are held the second Tuesday of each month at the high school. Everyone is welcome.

VI. SAFETY AND HEALTH

SCHOOL SAFETY

If you are threatened or harassed by another student or students, please let a school employee know right away. If you are aware of a possibly dangerous situation in school you must report that immediately to a school employee. You should not share this information with your classmates. Let the school officials investigate the situation and take appropriate action.

“Joking” about threatening someone or “kidding” about dangerous acts will be treated seriously. The school administration will not make guesses or less serious interpretations about the intent of such statements. To help ensure school safety, Loveland City Schools offers the SCHOOL SAFETY HELP LINE: 697-SAFE (687-7233)

HEALTH BASICS

Your most effective means of staying healthy and fighting germs is to wash your hands before and after eating, after using the bathroom, after playing sports, and after handling animals. It is never a good idea to share food or drinks with friends, however, it is ALWAYS important for you to eat breakfast and drink enough fluids each day. If you do become ill at school, report to the Health Clinic immediately. If you have a fever, 100 degrees or greater, you will need to be at home until you are fever-free for 24 hours. If you are experiencing vomiting or diarrhea, you also need to stay home from school until it has been 24 hours since these symptoms last occurred. Follow these simple guidelines, as well as get enough rest and regular exercise, and you, as well as your friends, will have a healthy school year.

THE CLINIC

The clinic is available for students who become ill during the school day or students who are in need of first aid. Please use the pass system and have your teacher sign it before coming to the clinic, unless it is an emergency.

MEDICATION

The Board of Education has adopted specific procedures for use of medication at school. If it is necessary that you take any type of medication during the school day, you must have the proper paperwork filled out with the medication in the original bottle. This form may be picked up in the office any time you know you will be going to the doctor. Our district policy will not allow a student to possess or transport any medications to or from school. This includes any over-the-counter medication including cough drops. We must have a permission to dispense form signed by the doctor in order to dispense all over the counter medication as well.

FOOD ALLERGIES

There are many students in the LCSD who have been diagnosed with a food allergy. The following are some basic facts about food allergies from The Food Allergy Network:

8 foods account for 90% of allergic reactions - Peanuts, Tree Nuts, Fish, Shellfish, Eggs, Milk, Soy and Wheat. These foods are POISON to food allergic individuals. Most individuals who have had a reaction ate a food they thought was safe. For most, only ONE 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!

Remember in classrooms where students switch classes, contamination can occur on tables and desks and cause harm to students following in a classroom later in the day. Please reinforce rules such as don't share food with others, don't eat on the bus, wash your hands before AND after eating, with your child. In these small ways you will assist us in keeping all our students safe and healthy.

Staff, students, and parents in our District will be asked to adhere to the following expectations when using food items in the schools:

1. Snacks in the classroom: Students in kindergarten-grade 6 will be permitted healthy nut-free snacks, including fruits, vegetables, and grains. In specific classrooms, snacks may need to be further restricted to ensure the safety of students with allergens or other chronic health issues. Snacks may be provided by parents. Staff should not provide classroom snacks for students. If teachers are to provide snacks for any students without a snack, they should consult with a member of the nursing staff for an appropriate snack (ex. pretzels). Snacks in the original packaging are preferred, although baggies of snacks may be brought as well. Students will not be permitted to share snacks.

Students in grades 7-12 should not have snacks, unless required by a documented health condition. Snacks may need to be restricted in some areas to ensure the safety of students with allergens or other chronic health issues. Snacks will be provided by parents. Staff should not provide classroom snacks for students. Staff will share allergen awareness facts with students.

2. Celebrations: For kindergarten-grade 5 birthday celebrations, parents are permitted to bring in small, inexpensive non-food items for sharing (such as pencils and stickers) or principals have the discretion to implement no-food related birthday traditions (ex. Birthday Book Club, etc.). Parents are not permitted to share food with other students. If parents wish to have a food item for their own child, it must be consumed in the cafeteria during the student's regularly scheduled lunch time. Students in grades 6-12 should not have birthday celebrations at school.

3. Parties: Kindergarten-grade 5 holiday parties will be limited to three parties per year which are Fall, Winter and Valentine's Day parties. Room parents are encouraged to bring in non- food items for sharing and to focus on activities and crafts that encourage team building. Food items for these parties must be pre-approved by the classroom teacher and the number of foods or beverages provided should be limited. The classroom teacher will communicate with the parents of food allergy students and the health specialist prior to approving the food/beverage items. Food may need to be restricted in some areas to ensure the safety of students with allergens or other chronic health issues. Students in grades 6-12 will not have holiday parties at school. Student created/impromptu parties or celebrations using food are discouraged.

4. Incentives/Rewards: Staff members are not permitted to use food or candy for incentives or rewards. Items that provide positive reinforcement such as stickers, praise, encouragement, and other creative strategies should be continue to be used by staff. Individual student behavior plans may indicate that food be offered as a reinforcement if other interventions are documented as not working; however, those foods must be allergen-free in accordance with classroom lists.

5. Instructional Food Use: Instructional use of food in the classroom must be preapproved by the building principal through the use of a Loveland City Schools Instructional Food Use Form (see attached) in grades K-12. The form should be completed whenever food is used in the classroom whether for ingestion or activity use. Submission of the form must occur no less than one week before the activity/event is to take place. Food should not be used for instruction if a substitute teacher is teaching that day.

6. School Sponsored Activities: School-sponsored activities that occur during the school day and include food must be preapproved by the building principal through the use of a Loveland City Schools Instructional Food Use Form (see attached) in grades K-12. The form should be completed by the lead contact person (i.e.: PTO, club advisor, counselor, teacher, etc.) whenever food is used for ingestion or activity use. The form must be submitted no less than one week before the activity/event is to take place or planning is to begin. If food is to be sold/distributed for a fundraiser or school activity, district adopted timelines should be followed and healthy food is encouraged. In addition, tables that are nut-free should be encouraged and identified.

7. After School Activities: These regulations do not impact activities that take place after school hours including team or club meals, open houses, after school stores, vending machines or extracurricular concessions. However, all of these groups and activities are encouraged to have the food offered

support lifelong wellness practices. Classrooms or school spaces in which food is consumed should be carefully scheduled to ensure that rooms are cleaned and sanitized before classroom instruction the next day.

8. *Transportation:* Food should not be consumed on any school bus. Activity sponsors and coaches should make efforts to have any food consumed before entering the bus or after arriving at the destination. Bus drivers are not to distribute food or candy to students, unless the student has a health plan that requires food to be carried with them.

9. *Lunch in the classroom:* Staff may continue to eat lunch in his/her classroom, or have students eat lunch in the classroom. Precautions should be taken to ensure areas are clean of allergens to avoid cross-contamination.

EVACUATION PLANS

The safety of the students at Loveland Middle School is very important. To make sure that all of you know what to do in case of an emergency, we have many fire and tornado drills throughout the year. Be sure to pay attention during these drills. Check with each classroom teacher for the procedures to follow during each class. They should also be displayed on the wall of every room. Always walk quietly and quickly to the designated area.

UNEXPECTED SCHOOL CLOSINGS

Information on Loveland School closings or delays in starting time due to inclement weather may be obtained through local radio and television stations and local news websites. We also utilize an “all call” system that calls each home in the event of a school closing or delay. Please log on to www.lovelandschools.org to register for our alert system. Hopefully, school will not have to be cancelled, but the safety of our students comes first.

VII. DISCIPLINE

Loveland Middle School is a place where students and staff come to work and experience success. In order to achieve that success, it is necessary for students and staff to have a mutual understanding of what is expected. Our school has rules and discipline procedures which emphasize self-discipline and responsibility.

As students mature, they are granted more responsibility and freedom of choice. The vast majority of students at LMS handle this new freedom wisely. At times, however, students may make poor choices that result in a violation of the Loveland City Schools Code of Conduct. The majority of discipline concerns are minor and are handled at the classroom level. Team teachers work together with parents to provide extra support for those students who need more direction. Each of your teachers will explain his or her classroom rules. Please see the Code of Conduct.

DETENTION

Detention times are determined by the assigning teacher or an administrator. Students and parents are responsible for transportation home. Teachers will give at least 24 hours notice for detentions outside of the school day so that you may make arrangements for transportation. Detention is often assigned in the morning before school, after school, or during lunch. If a lunch detention is assigned, students are responsible for packing their own lunch on the day of the detention.

FRIDAY/SATURDAY SCHOOL

If classroom intervention fails or a major infraction occurs, students are referred to the office for disciplinary action. Quite often, conferences are held with students and/or parents. The administrators may assign Friday School or Saturday School.

Friday School is from 2:30pm-3:25 pm in the LMS main office. Saturday School is 8:00am-11:00am at the LHS campus. Students are expected to bring books and other homework to work on during that time.

SUSPENSIONS

In order to preserve classroom order and ensure safety, at times it becomes necessary to remove (suspend) a student from school.

In the event that an out-of-school suspension is assigned, it is imperative that a student complete all missed work while serving the suspension. Upon his/her return to school, the student must present the work to his/her teachers in order to receive credit. The make-up work will not be scored; instead, the student's grade will be "forced averaged" to avoid a lowering of the student's grade. Failure to complete assignments will result in a "zero" and subsequently, the grade will be significantly lowered.

Please note: The school administration may use the resources of the police department from time to time to insure that our school is drug free. Specially trained dogs from the police department may be used in this endeavor.

VIII. CODE OF CONDUCT

CODE OF CONDUCT AG5500

Ohio Revised Code 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 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 Loveland City School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District 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 Board of Education of the Loveland City School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or 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, studs, etc.; 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, knives, etc.
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. (The possessing, taking, disseminating transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise [commonly called texting, emailing or sexting, etc.] may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.)
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 is 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 JUNE 2010

5200 - ATTENDANCE

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 (61st) 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 (61st) 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

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 (e.g., 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 enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed 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 well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means 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, intimidate, 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
 Revised 11/27/07
 Revised 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, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Loveland Schools 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 to 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 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

ANNUAL NOTICE

ASBESTOS MANAGEMENT PROGRAM

An October 22, 1986, President Reagan signed the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The act required the Environmental Protection Agency (EPA) to develop regulations for addressing asbestos in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This rule stipulated, and our district has complied with, the following key requirements:

- Identification of asbestos-containing materials in all school buildings.
- Development and implementation of asbestos management plans for each school.
- Regular surveillance and reinspections of the condition of asbestos in the buildings.
- Designation and training of a person to oversee asbestos activities within the district and to ensure compliance with the regulations.

This memorandum is to advise you that asbestos management plans for the district schools were developed following the EPA ruling and subsequently approved by the State of Ohio, Department of Health. These plans are regularly updated and are available for you to review.

Should you have any questions regarding this program or would like to review an asbestos management plan, please contact the Board of Education offices during normal business hours.