



Loveland Early Childhood Center Student Handbook 2021-2022

This handbook was written to comply with and conform to the policies of the Loveland Board of Education. If any provision in this handbook contradicts those policies, then the policies of the Board of Education shall supersede the provision in the handbook.

Loveland Early Childhood Center

6740 Loveland-Miamiville Road
Loveland, Ohio 45140

Telephone (513) 683-4200
FAX (513) 677-7960
Attendance Line (513) 697-3060
School Safety Helpline (513) 697-SAFE

To report an absence, call the school attendance line by 9:00 a.m.

[District Calendar Link](#)

Building Administration

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Psychologist

Carrie Smithsmithca@lovelandschools.org

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School Information

School Hours9:10 a.m. – 3:50 p.m.

Office Hours.....8:30 a.m. – 4:00 p.m.

District Website.....www.lovelandschools.org

Board of Education Members

Dr. Kathryn Lorenz President

Mr. Kevin Dougherty Vice President

Ms. Michele Pettit Board Member

Mrs. Eileen Washburn Board Member

Dr. Eric Schwetschenau Board Member

District Administration

Michael Broadwater, Superintendent.....broadwmi@lovelandschools.org

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Table of Contents

SECTION 1 - GENERAL INFORMATION	6
Emergency Evacuations, Drills and Procedures	6
Building Reunification Plan	6
Food Allergies	6
Accidents, Illnesses and Emergency Medical Authorization Form	7
Medications	7
Dropping off Children	7
Student Release During the School Day	8
Emergency Dismissal	8
School Fees	9
Child Abuse / Neglect	9
Lost and Found	9
Visitors	9
Volunteering	9
Signing in as a Volunteer / Visitor	10
Visiting Your Child for Lunch / Recess	10
Parents Visiting a Classroom.....	10
Enrolling a Student	10
Withdrawing a Student	10
Custody and Legal Guardianship	11
Changes to Address and / or Contact Information	11
School Closings and Delays	11
Breakfast and Lunch Program	12
Online Payment System for Lunches and Fees	12
Vacations	12
Elevator	13
Dogs and Other Pets	13
Parking	13
SECTION 2 – ACADEMICS	14

Grading Scale	14
Homework	14
Homework for Absences	14
Progress Reports	14
Parent / Teacher Conferences	14
<i>SECTION 3 - STUDENT ACTIVITIES</i>	<i>15</i>
Field Trips.....	15
Parties	15
Birthdays.....	15
<i>SECTION 4 - STUDENT CONDUCT</i>	<i>16</i>
Alcohol and Drug Policy	16
Absences and Excuses.....	16
Truancy.....	17
Court Citation Due to Excessive Absence	17
Habitual Truancy	17
Tardy.....	17
Assemblies	17
Dress and Appearance.....	17
Student Behavior and Discipline	18
Electronic Communication Devices	18
Hallway Behavior	20
Lunch and Cafeteria Behavior	20
Out-of-School Suspension	20
Possession and Use of Tobacco/Nicotine	20
<i>SECTION 5 - TRANSPORTATION</i>	<i>21</i>
Bus Transportation	21
Suspension of Bus Riding / Transportation Privileges.....	21
Riding on the Bus	21
Bus Change	21
Bus Stops	22
Dropping Off and Picking Up.....	22

SECTION 6 – LOVELAND CITY SCHOOL DISTRICT POLICIES..... 23

Student Education Technology Acceptable Use and Safety.....23

Attendance Rules and Regulations23

Code of Conduct24

Extracurricular and Class Activities Defined31

Code of Conduct for Extracurricular Activities.....31

Interrogation and Searches.....32

Reducing Bullying and Aggressive Behavior33

Anti-Harassment33

Bullying and Other Forms of Aggressive Behavior40

SECTION 7: REQUIRED FEDERAL NOTICES..... 44

Notice for Directory Information44

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) ...47

Asbestos Management Program49

SECTION 1 - GENERAL INFORMATION

Emergency Evacuations, Drills and Procedures

Every school year we conduct safety drills which include:

- fire drills every month,
- tornado drills during the months of April and May,
- 3 additional safety drills including a lockdown drill with student participation.

Staff members review safety procedures annually and practice safety activities during professional development or staff meeting time. The basic procedures for most drills are posted in each room and are practiced by all occupants so everyone understands what to do in an emergency. It is not practical for the students in this age group to memorize everything to do during an emergency. Therefore, our main focus during safety drills is for students to listen to the adults in charge and follow all directions when given. Sometimes these activities can cause children to be concerned and they may express that to you. If you or your child have questions/concerns, please let us know.

Ref. [Board Policy 8420](#).

Building Reunification Plan

In the event that building administration deems it necessary to evacuate the building, all persons will be directed to an off-site location. If the evacuation will be for an extended period of time, the district will institute a pre-planned reunification plan.

Food Allergies

There are many students in the LCSD who have been diagnosed with food allergies. The following are some basic facts about food allergies from [The Food Allergy Network](#):

- Eight foods account for 90% of allergic reactions
 - Peanuts
 - Tree Nuts
 - Fish
 - Shellfish
 - Eggs
 - Milk
 - Soy
 - Wheat
- Most individuals who have had a reaction had eaten 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 a few minutes to two hours after eating the food.
- The only way to avoid a reaction is to avoid the allergy-causing food.

If there is a student with a food allergy in your child's classroom, you will be made aware. The parent of a student with a food allergy is generally involved in planning all activities

that include food and may accompany their child on field trips. Parents are not permitted to share or send in food items for other students.

If your child is permitted to have a daily snack in his/her classroom, please check with the teacher regarding acceptable items before sending anything in. Contamination can occur on tables/desks and cause harm to students utilizing that space later in the day. Please help by reinforcing the following food safety rules with your child;

1. don't share food with others
2. don't eat on the bus
3. wash your hands before AND after eating

In these small ways you will assist us in keeping all our students safe and healthy.

Accidents, Illnesses and Emergency Medical Authorization Form

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

Medications

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

Ref. [Board Policy 5330](#).

Dropping off Children

Morning students may be dropped off from 9:00 a.m. to 9:10 a.m. Student entry doors will remain locked until 9:00 a.m. *Students may not be left unsupervised on school grounds*

prior to 9:00 a.m. Students arriving after 9:10 a.m. are considered tardy and must be signed-in at the front office by the person dropping them off.

Afternoon students may be dropped off from 1:00 p.m. to 1:10 p.m. Student entry doors will remain locked until 1:00 p.m. *Students may not be left unsupervised on school grounds prior to 1:00 p.m.* Students arriving after 1:10 p.m. are considered tardy and must be signed-in at the front office by the person dropping them off.

Families will pull their vehicle up to the drop-off/pick-up area in front of the main entrance. LECC staff will be there to greet students and help direct traffic.

Student Release During the School Day

Once a student arrives on the school grounds he/she should immediately enter the building (in authorized areas only) and not leave the building without securing permission/clearance of the proper school authority.

A student having an excusable/acceptable reason for early dismissal must present a note from a parent/guardian to the Attendance Office before school requesting an early dismissal.

The note must include:

- Date
- Time and reason for dismissal and statement of whether or not the student will be returning
- Phone number at which the parent/guardian may be reached for verification of the request

If a parent/guardian arrives to sign a student out of school and the Attendance Office Clerk does not recognize the person as a parent/guardian:

- the Emergency Medical/Release Authorization form may be checked to verify the person is listed on the form.
- the parent/guardian may be asked to present a picture ID in order to check the student out of school.

Early Dismissal will count as an unexcused absence (partial day) or unexcused tardy until documentation is provided. Documentation must be provided no later than 2 school days after to be accepted.

Emergency Dismissal

A student who becomes ill during school hours must report to the school nurse in order to secure authorization to go home.

Permission will be granted only after a parent/guardian has been contacted.

No student is to leave the building without authorization from the school nurse, Attendance Office, or a school administrator.

School Fees

A school fee for workbooks, supplemental books, and consumable materials is charged for each grade level. Prompt payment of the fees is greatly appreciated. This fee may be paid by check to “Loveland City Schools,” including:

- your child’s name
- room number or teacher’s name on the check.

OR

By using PaySchoolsCentral.com.

If paying school fees creates a hardship for you, please contact the school office to discuss your options.

Child Abuse / Neglect

Our staff members shall comply with the requirements of the child abuse and neglect provisions of the Ohio Revised Code. It is mandatory that all school employees report suspected child abuse and neglect to the proper authorities (ORC 2151.421). If an adult who is a non-school employee suspects child abuse or neglect, that suspicion should be reported to Children’s Protective Service (241-KIDS in Hamilton County; 732-7173 in Clermont County; 513-932-1855 in Warren County). The School Safety Help Line, 513-697-SAFE, may be an alternate number to use, although it should not be considered a substitute for contacting Children’s Protective Service.

Ref. [Board Policy 8462](#).

Lost and Found

Items found in and around the school are kept in the office. Unclaimed items are given to charity at the end of each grading period. Students should check with the secretaries in the main office for valuable items, such as purses, calculators, phones, devices, etc.

Loveland City School District assumes no responsibility for lost or stolen personal items.

Visitors Volunteering

There are many opportunities to volunteer at our school and we are very fortunate to have great parents and community members willing to spend their time with us. When volunteering, we request that you make alternate arrangements for siblings. **Other children are not permitted to accompany visitors to our school when they are volunteering, attending class parties, working in the building, or accompanying the class on field trips.** We will be counting on your full attention to the students and activities and have found that other siblings can be a distraction to our guests and students. We further ask that guests limit their cell phone use while in the building due to the distraction and violation of privacy that it may cause. **It is never permissible to take pictures of students.**

Please note that it is essential to respect the privacy of all children. It would be highly improper to discuss any child or his/her work with anyone other than the appropriate school personnel.

Signing in as a Volunteer / Visitor

Anyone who enters our school is required by law to check in with the office staff before entering the student occupied portions of the building. All LCSD schools utilize the Raptor System for screening our visitors. The Raptor System requires a valid driver license or Ohio issued ID which is scanned and verified. Upon verification the volunteer / visitor will receive a picture badge which must be visibly displayed at all times while in the building.

Visiting Your Child for Lunch / Recess

Parents are not permitted to eat with their student at lunch time due to the limited space in the LECC cafeteria.

Visitors are not permitted to be with the class during inside recess.

Parents are permitted to observe outdoor playground activities with administrator's approval. Visitors should avoid pushing children on swings or otherwise doing things for children that they can do for themselves. Our goal at recess is to foster independence and appropriate social interactions with like age peers. We appreciate all guests and visitors adhering closely to this policy.

Parents Visiting a Classroom

Parents may request to visit their child's classroom. However, we ask that you notify the classroom teacher of your visit at least 24 hours in advance and request approval so that she/he can be expecting you. This will help to ensure that the visit doesn't interrupt the daily routine and academic progress of our students.

Enrolling a Student

To enroll a new student, please visit the [New Student Enrollment](#) page on the district website. Follow the steps in the enrollment process on this page to submit your student's enrollment. Once submitted, you will receive an email confirmation with a link to schedule your appointment with the district Registrar.

Withdrawing a Student

The parents/guardians of a student withdrawing from LCSD are asked to come to the school office and fill out a Release of Records form. In addition to notifying the office, the following must be completed:

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

Withdrawals from Loveland Schools are not official until Loveland receives an official records request from the school district where your child is enrolling.

Custody and Legal Guardianship

The parent who has legal custody of a child is required by law to provide a complete, updated copy of custody papers to the school. This information must be updated as soon as possible with both:

1. the school office and
2. the student's online [Emergency Medical Form](#).

Changes to Address and / or Contact Information

All changes to home addresses must be submitted on your child's Emergency Medical Form. If you are changing your address, the Registrar will follow up requesting for Proof of Residency and will then submit your change to the transportation department.

School Closings and Delays

If our schools are closed or operating on a 2-hour delay due to bad weather or any other emergency, this information will be shared with our local television and radio stations. The announcement will be made as LOVELAND CITY SCHOOLS or LOVELAND SCHOOLS. It will also be featured on the district website www.lovelandschools.org. Additionally, if you have provided your phone number(s) and email address on the [Emergency Medical Form](#) and checked the contact box, you will receive a voice call, text message and email, informing you of a closing or delay. The district also sends these messages via Twitter and Facebook.

If LECC is on a 2-hour delay, the school day is 11:10 a.m. – 3:50 p.m.

- Plan A:
 - AM KG and AM Preschool = 11:10 a.m.- 1:15 p.m.
 - Buses and car riders beginning unloading at 11:00 a.m.
 - NO PM Kindergarten or Preschool
- Plan B:
 - PM KG and PM Preschool = 1:10 p.m. - 3:50 p.m.
 - Buses and car riders beginning unloading at 1:00 p.m. (*regular day for PM students*)
 - NO AM Kindergarten or Preschool

During a delay, do not drop your children off at school at the regular time, we will not have supervision available (staff is also on a delay).

Breakfast and Lunch Program

The Loveland City School District strives to provide healthy, enjoyable, cost effective meals for your children. We take the utmost care to assure your children are fed well balanced and nutritious meals each day.

By clicking on this link, [Student menus](#), you will see monthly/yearly breakfast and lunch menus for all district buildings.

	<u>Full Price</u>	<u>Reduced Cost</u>
• Breakfast	\$2.00.....	\$.30
• Lunch.....	\$3.00.....	\$.40
• Additional Milk	\$.60.....	\$.60

For our families who believe they may qualify for the [Federal Free/Reduced Breakfast & Lunch Program](#) please follow this link and fill out the form. You will be contacted via email with confirmation.

You may prepay for lunches using the automated system [PaySchoolsCentral.com](#). Students buying a meal from their prepaid account must use their assigned personal identification number (P.I.N.), which is provided and practiced with each student at the beginning of the school year.

Students with milk allergies may substitute a different drink option in place of milk.

Students are only permitted to have 3 charges at any time throughout the school year.

Children are welcome to bring their own lunch from home.
Ref. [Board Policy 8500](#).

Online Payment System for Lunches and Fees

Loveland City Schools utilizes an online payment system to allow our parents to pay student fees and lunch charges. The system can be accessed at [PaySchoolsCentral.com](#). Parents can log in at any time to make a deposit to their child's account, view their child's account balance, set up recurring deposits to their child's account, set up email notifications when the account falls below a certain dollar amount, or see what your child has purchased for up to the last 30 days. If you have questions regarding the online payment system, please contact PaySchools Central at 877-393-6228.

Vacations

Parents are asked to schedule family vacations and trips to coincide with the school district's calendar. Student non-attendance due to a family vacation or trip will be recorded as absences. Parents need to submit to the attendance office a written request for the vacation at least five school days prior to the trip. It is the student's responsibility to make arrangements with the teachers for missed work and that work is due on the day of the student's return. Final exams may not be given early without administrative approval.

Elevator

This building has an elevator for students who are unable to use the stairs for reason of injury, disability, etc. Students needing to use the elevator must make arrangements with the main office secretary. Students not in the above category are prohibited from using the elevator. Violations of this policy may result in disciplinary action.

Dogs and Other Pets

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

Ref. [Board Policy 8390](#)

Parking

Parking space on our campus is extremely limited. Please be aware that all vehicles should park in designated parking spaces only. Parking in the fire lane is illegal and creates a safety concern.

SECTION 2 – ACADEMICS

Grading Scale

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

Homework

When a student is assigned homework, the general rule with regard to the amount of time that the homework should take is 10 minutes per grade level. (i.e. 10 minutes for 1st grade, 20 minutes for 2nd grade, 30 minutes for 3rd grade etc.)

Homework for Absences

When your student is absent, please contact your child's teacher to request homework.

Progress Reports

Your child's progress will be reported to you through the use of MAP reports (Measures of Academic Progress), interim reports, and report cards. Students will get report cards at the end of each semester ([Please refer to Building Calendar](#)). Report cards will be sent home with the students approximately one week after the semester ends. The final report card of the year will be sent home with your child on the last day of school. All students will receive interim reports for the 1st quarter and 3rd quarter. Individual student concerns will be shared with parents via direct communication from the classroom teacher (e.g. email, phone conference, team meeting) at any time. Our collective goal is to maintain open and ongoing communications with families throughout the school year and to make sure that all families are informed of any concerns as they arise.

Parent / Teacher Conferences

Parent / Teacher conferences are held during the school year. The fall conferences take place near the completion of our first semester. All parents are invited to participate in the fall parent-teacher conferences. Additional conferences will be offered mid-year for select families as deemed necessary by the parent or teacher. Parents or teachers may request individual conferences as needed any time during the school year.

SECTION 3 - STUDENT ACTIVITIES

Field Trips

All field trips outside of the school property require permission from parents. This permission is accomplished via the Emergency Medical Form, by clicking “Yes” in the “Field Trip Permission” section at the beginning of each school year.

Once granted, students have permission to attend all school trips with notification to families prior to a trip taking place. For this reason, it is critical that parents / guardians update their online [Emergency Medical Form](#) any time your information changes.

Parents may not transport their child to a school sponsored field trip.

Parties

Our students may have four parties a year:

- Fall Harvest
- Winter
- Valentine’s day
- End-of-Year Celebration

These are opportunities for our students to practice their developing social skills as well as a chance for Room Parents to plan some fun learning activities associated with each party’s theme. Siblings of students are not permitted to attend class parties.

Birthdays

Parents may bring in small, inexpensive non-food items for sharing (e.g. pencils and stickers). You can find out how many children are in your child’s class by calling the school office. Please deliver birthday favors to the office with your child’s name and teacher noted.

Please note: Parents are not permitted to share food with other students ([please see allergy section](#)). However, if you wish to have a food item for your own child, it must be consumed in the cafeteria during the student’s regularly scheduled lunch time.

Preschool parents should contact your child’s teacher regarding birthday celebrations.

SECTION 4 - STUDENT CONDUCT

Alcohol and Drug Policy

The Loveland City School Board of Education shall not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, use or offer for sale any alcoholic beverages, illegal drugs, non-prescribed drugs, prescribed drugs, look-alike drugs, over-the-counter drugs, or any mind altering substance while on school grounds or facilities; at school sponsored events; in controlled vehicles; or in other situations under the authority of the district. Students found in violation of this policy will be subject to disciplinary action up to and including expulsion. A reduction in penalty may be granted if student receives professional assistance by an accredited chemical dependency assessment/treatment agency and follows the recommendations of that agency.

Ref. [Board Policy 5530](#)

Absences and Excuses

Parents must call the attendance line to report absences from school or tardiness. State law requires this parent contact. Please call the attendance line (513) 697-3060 before 10:00 a.m. for morning KG and 2:00 p.m. for afternoon KG and leave a message on the voice mail. If you do not call us, we will try to reach you in order to determine that your child is where he or she is supposed to be. This procedure is in compliance with the [Missing Child Act](#). Medical absence notes must specify the exact date(s) to be documented.

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include per [Board Policy 5200](#):

- 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

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by Ohio law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s).

All documentation for absences must be submitted to the attendance office within two days of the absence in order to be considered for excusing the absence.

The responsibility for absence resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

Truancy

Truancy is any unexcused or unauthorized absence from school. When it is determined that truancy is involved, disciplinary action will be taken. This disciplinary action could include referral to juvenile court or Loveland Diversion Court. Students who have an excessive number of undocumented absences may be referred to the appropriate court for truancy.

A letter of notification will be sent to the parent/guardian after a student's absences have reached 38+ hours in a month or 65+ hours in a year.

Court Citation Due to Excessive Absence

In the case when a student has reached one or more of the following maximums of undocumented hours, an absence intervention team meeting will be scheduled by school administration. If attendance does not improve following that meeting the student may be reported to the appropriate juvenile court system.

Habitual Truancy

1. After missing 30 or more consecutive hours.
2. After missing 42 or more hours in a month.
3. After missing 72 more hours in a year.

Tardy

Students tardy to school MUST report to the office before reporting to class. 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.

Assemblies

Certain programs will be held in the gymnasium during the school year. LCSD audiences are expected to be cooperative and polite. Proper care of facilities and respect toward school property is also expected.

When students come to a program, they must give speakers and other guests the respect they deserve and remain attentive. Appropriate applause is appreciated. When the assembly concludes, an orderly return to class is expected.

Dress and Appearance

All rules apply upon entering the building.

Students are expected to be clean, well groomed, and dressed in a modest manner that does not distract them 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. Students must also be appropriately dressed at all school-related functions and events.

In general, appropriate dress means that clothing is clean, safe, decent, and does not interfere with the educational process as outlined below:

1. Pants, shorts and skirts must be worn at the appropriate waist level. Pants should not drag on the floor or have unnecessary attachments.
2. Shorts, skirts, dresses, and skorts must not be shorter than mid-thigh length.
3. Shoes must be worn at all times.
4. Undergarments may not be seen at any time.
5. All shirts must have sleeves and should cover the entire torso area at all times.

Items of clothing which are unacceptable include, but are not limited to, the following items: swimwear; tank tops; hats; hoods worn on the head; bandanas worn as a head covering; sunglasses; chains of any kind; necklaces/jewelry with mushrooms or other drug related symbols; revealing clothing; pajama pants or other clothing designed for sleepwear; any articles of clothing which promote the use of alcoholic beverages, drugs, gang activity, sexually suggestive language, violence or inappropriate language. Hats and coats are to remain in student lockers/cubbies during class time.

Interpretation and judgement relative to student dress and appearance rests solely with school administration. In all dress and appearance matters, the decision of LCSD administration is final.

Ref. [Board Policy 5511](#)

Student Behavior and Discipline

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

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

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

Electronic Communication Devices

Includes cell phones, iPods, iPads, or any other electronic device.

- The following guidelines for wireless devices are in line with [Board Policy 5136](#)
- Students may possess electronic communication devices (ECDs) in school, on school property, during after school activities (e.g. extracurricular activities) and at

school related functions, as long as they do not create a distraction, disruption or otherwise interfere with the education environment.

- Possession of an ECD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of their privilege. Violations of this policy may result in disciplinary action and/or confiscation of the ECD.
- An “electronic communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Examples include, but are not limited to: Cell phones, smart phones, computers, tablets, etc. (More examples are in Board Policy 5136).
- Students may not use ECDs on school property or at a school sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school.
- Students may use the ECDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board provided vehicle during school sponsored activities, at the discretion of the bus driver, classroom teacher/sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.
- Students are prohibited from using ECDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. picture/video) of any student, staff member or other person in the school or while attending a school related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images.
- ECDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists like locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes.
- No expectation of confidentiality will exist in the use of ECDs on school premises/property.
- Students are prohibited from using an ECD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. [See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior](#). Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.
- Students are also prohibited from using an ECD to capture and/or transmit or receive test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.
- A person who discovers a student in possession of or using an ECD in violation of Board Policy is required to report the violation to the building principal.
- Students are personally and solely responsible for the care and security of their ECDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to student owned ECDs brought onto its property, or the unauthorized use of such devices.
- Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

- Students may use school phones to contact parents/guardians during the school day.

Hallway Behavior

Students must respect the rights of others. Running, shouting, and public displays of affection are unacceptable behaviors. Food or drink may be consumed only in the cafeteria. Food or drink items may be disposed of if found in hallways or classrooms.

Lunch and Cafeteria Behavior

You may purchase the school lunch in the school's cafeteria. 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.

Students are expected 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

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 are permitted to accumulate up to 3 charged lunches.

Out-of-School Suspension

Out-of-School Suspension is served at home. The student may not attend any school function, home or away, and is not permitted in the building or on school grounds during the suspension period. An appearance on school grounds or at a school function may result in a charge of trespassing. All school work completed while under suspension is due the day the student returns to school.

Possession and Use of Tobacco/Nicotine

State law prohibits anyone from "smoking and/or possessing tobacco/nicotine in any area under the control of a school district or at any activity supervised or operated by a school district."

The Board prohibits the smoking, use or possession of tobacco/nicotine or vapor in any form, including, but not limited to, cigarettes, cigars, e-cigarettes, vapor cigarettes, clove cigarettes, chewing tobacco/nicotine, snuff and any other forms of tobacco/nicotine or vapor by any student in any area under the control of the District or at any activity supervised by any school within the District.

Violation of this law will result in administrative action/school consequences including, but not limited to, referral to Alcohol, Tobacco and Other Drug (ATOD) educational program, and may result in criminal charges.

Ref. [Board Policy 5512](#)

SECTION 5 - TRANSPORTATION

Bus Transportation

Bus transportation is provided to all students by the Loveland Board of Education. The same behavior standards that are expected in the classroom are also expected on the bus. Failure to conform to these standards may result in suspension of riding privileges. **Students are not permitted to ride a bus to a location other than his/her designated drop off location.**

Ref. [Board Policy 8600](#).

Suspension of Bus Riding / Transportation Privileges

Students on a bus or other authorized Board of Education transportation vehicle are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

All regulations governing student transportation are in accordance with the ["Ohio School Bus Operation Regulations"](#) issued by the Ohio Department of Education, Ohio State Highway Patrol and the Ohio Department of Highway Safety and as required by Ohio law. Ref. [Board Policy 5610.04](#)

Riding on the Bus

Please see page 17 of ["Ohio School Bus Operation Regulations"](#)

While riding the bus, students must remain seated at all times. Once on the bus, the student is not permitted to get off the bus until his/her stop. No food, candy, gum or beverages are allowed on the bus at any time. This rule is put in place to protect those students who have food allergies and to help keep the buses free of litter.

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

Bus Change

Parents must declare a clear and consistent PM drop-off destination.

LCSD strongly discourages bus changes. However, if there is an extraordinary reason for your child to ride a different bus for a day(s), that change must be submitted to the school office prior to 11:00 a.m. on the day the change is needed. If approved, the office will then notify the transportation office of the change and provide a special bus pass to the student.

If a permanent change is required (change of babysitter, relocation address, etc) the office staff must be notified at least 3 days in advance. Unless a request for a change has been received by the office, your child will go to the declared PM drop-off destination.

Our system transports over 3000 students 2 times per day; 6000 riders! Every time a student rides a different bus it is an opportunity for confusion for your student, the teacher, and the driver.

Bus Stops

Please see page 31 of ["Ohio School Bus Operation Regulations"](#).

Please be at the assigned bus stop at least 5 minutes prior to the scheduled arrival time of the bus. We expect students 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 the school administration.

Your student's bus stop information may be found at [Student bus stop information](#).

To log into this system, use your student's school ID number for both the user name and password.

Dropping Off and Picking Up

We encourage students to ride the bus whenever possible due to excessive traffic flow in the morning and afternoon. Student drop off or pick up should take place in front of the school building. Students should only ride home with their parent/guardian. If a student rides with someone else, it must be approved, in writing, by their parent/guardian. With the safety of our students in mind, we ask that you not arrive at school before 9:00 am unless you are meeting with a teacher.

SECTION 6 – LOVELAND CITY SCHOOL DISTRICT POLICIES

Student Education Technology Acceptable Use and Safety

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

Ref. [BOE Policy 7540.03](#)

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal electronic communication devices (that is, according to [BOE Policy 5136](#), computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the [Children's Internet Protection Act](#) (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Under the [Children's Online Privacy Protection Act](#) (COPPA), online educational service providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

Attendance Rules and Regulations

Students are expected to attend school regularly and to be on time for classes. They obtain maximum benefit from the instructional program and develop life-long habits of punctuality, self-discipline, and responsibility. The major thrust of these rules and regulations, and supporting procedures, is to reduce absenteeism and tardiness. Situations or special cases not covered by these rules and regulations will be resolved by the building principal.

Ref. [BOE Policy 5200](#)

Code of Conduct

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:

1. 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.
2. Community service shall be performed at the place and time designated by the Superintendent.
3. 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.
4. 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, are reasonably related to or represents gang or gang like activity.
45. Improper or suggestive dress.
 46. Indecent exposure.
 47. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
 48. Presence on school property with a communicable disease as defined by local health department authorities.
 49. Failure to abide by rules and regulations set forth by administration for student parking.
 50. Disobedience of driving regulations while on school premises.
 51. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance 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 [Board 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 [Board 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.

[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. the dates of the suspension or expulsion.

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.

Extracurricular and Class Activities Defined

Extracurricular and class activities shall be defined as those activities including but not limited to: athletic teams, music groups, Academic Team, Art Club, Dance Team, drama/drama clubs, environmental/ecology clubs, foreign language activities, International Thespian Society, Link Crew, Literary Magazine, Yearbook, math contests, National Honor Society, Partner's Club, Photography Club, Robotics Team, SADD, science teams, START, Student Council, *The Roar* and any other school activity/club.

Code of Conduct for Extracurricular Activities

The following rules and regulations constitute violations of the code of conduct for student athletes and student participants in any extracurricular activities of Loveland City Schools. Whereas the circumstances surrounding suspected violations must be examined, the coach or activity advisor or sponsor must use his/her best judgment in helping to determine discipline which should be consistent with the team's or group's overall disciplinary code.

1. Violation of any rules contained in the Code of Student Conduct and/or Athletic Code of Conduct approved by the Board of Education.
2. Failure to maintain training rules which prohibit the possession, use and sale of tobacco products, alcoholic beverages, or illegal drugs at any time during the calendar year.
3. Failure to maintain and return equipment owned by the athletic department or Loveland City Schools.
4. Disrespect to school officials, other school personnel and officials of the athletic contest before, during, or after an athletic contest, performance, or school sponsored activity.
5. Refusal to use school transportation provided to and from athletic contests, performances, or school sponsored activities.
6. Failure to attend required practices, performances or athletic contests at specified times.
7. Disregard of reasonable directions or commands by school authorities.

Interrogation and Searches

The District has responsibility for the control and management of the students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right of inspection of students' school lockers, automobiles or articles carried upon their persons and the interrogation of an individual student is inherent in the authority granted school boards. All searches are conducted only when school officials have reasonable ground to believe that a violation of law or school rules has occurred or will occur.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Notice of this policy will be posted in every building.

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.

Ref. [Board Policy 5771](#)

Reducing Bullying and Aggressive Behavior in Loveland City Schools

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

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

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

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

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

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

T – Tell an adult at school and at home.

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

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

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

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 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 timelines 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.

Ref. [Board Policy 5517](#)

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

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

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional 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/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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

Complaints against the Superintendent or Treasurer/CFO should be filed with the Board President.

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

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

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action as described in the Student Code of Conduct. All discipline arising from harassment, intimidation or bullying shall be promptly documented on the Student Information Management System.

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

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

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

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

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

Complaints

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

Privacy/Confidentiality

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

Reporting Requirement

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

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

Immunity

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

Preventative Measures

This policy shall appear in student handbooks and other publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in

the District. Information regarding this policy shall also be incorporated into employee training manuals.

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

Teachers, school 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.

Ref. [Board Policy 5517.01](#)

SECTION 7: 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,**
- **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 the District's 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. Sexual 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

Asbestos Management Program

On 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.