



Elementary Student Handbook

LICKING HEIGHTS LOCAL SCHOOL BOARD

Licking Heights North Elementary
6507 Summit Road
Pataskala, OH 43062
www.lhschools.org
Phone: 740-927-3268
Fax: 740-927-5736

Licking Heights South Elementary
6623 Summit Road
Pataskala OH 43062
www.lhschools.org
Phone: 740-964-1674
Fax: 740-964-1625

Licking Heights West Elementary
1490 Climbing Fig Drive
Blacklick, OH 43004
www.lhschools.org
Phone: 614-864-9089
Fax: 614-501-4672

***Due to COVID-19 the 2020/21 school district calendar is subject to change. Additional information may be found at www.lhschools.org.

LICKING HEIGHTS 2020/2021 SCHOOL CALENDAR

AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5				1	2	3	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

NOVEMBER							DECEMBER							JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
														31						

FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28							28	29	30	31				25	26	27	28	29	30	

MAY							JUNE							JULY							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5						1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				

School will not be in Session Report Cards go Home: 10/30, 1/22, 3/26, 5/28
Teacher Inservice/No School for Students Interims go home on: 9/25, 12/4, 2/19, 4/30
Graduation *** Calendar subject to change due to new high school construction

Teacher's First Day - August 17
 Teacher/Staff Convocation/Records Day - August 18
 School Starts Grades 1-12 - August 19
 Kindergarten Last Name beginning with A - K Attends - August 20
 Kindergarten Last Name beginning with L - Z Attends - August 21
 All Kindergarten Together - August 24
 Labor Day/No School - September 7
P/T Conferences - All Buildings - TBA
 Teacher Inservice Day/No School Students - October 2
 Teacher Inservice Day/No School Students - November 3
 P/T Conf. Comp. Day/No School - November 25
 Thanksgiving Break/No School - November 26 & 27
 Winter Break - December 21 - January 1
 Teacher Inservice Day/No School Students - January 4
 Martin Luther King Day/No School - January 18
P/T Conferences - All Buildings - TBA
 P/T Conf. Comp. Day/No School - February 12
 President's Day/No School - February 15
 Teacher Inservice Day/No School Students - March 15
 Spring Break/No School - March 29 - April 2
 Last day of School for Staff & Students - May 28
 Graduation - May 29
 Memorial Day - May 31
 1st Gr. Period = August 19 - October 23 = 46 Days
 2nd Gr. Period = October 26 - January 15 = 45 Days
 3rd Gr. Period = January 19 - March 19 = 41 Days
 4th Gr. Period = March 22 - May 28 = 45 Days
Calamity make-up days: MLK Day (1/18) & President's Day (2/15), June 1-4, additional days will be added as needed.

2020 - 2021 School Year Calendar

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Student/Parent Handbook

For the

Licking Heights Elementary Schools

Welcome to Licking Heights North/South/West Elementary Schools. We are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior. Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the principal.

West Administration/Office Staff	South Administration/Office Staff	North Administration/Office Staff
Krissy Machamer, Principal 614-864-9089 ext. 60903 kmachamer@lhschools.org	Kurt Scheiderer, Principal 740-964-1674 ext. 50903 kscheiderer@lhschools.org	Sandra Phillips, Principal 740-927-3268 ext.40103 sandra.phillips@lhschools.org
Kerry Martinez Assistant Principal 614-864-9089 ext. 60905 kmartinez@lhschools.org	Michelle D'Amico Assistant Principal 740-964-1674 ext. 50904 mdamico@lhschools.org	Julie Barclay Preschool Teacher on Special Assignment 740-927-3268 ext. 40101 jbarclay@lhschools.org
Jordan Mora Guidance Counselor 614-864-9089 ext. 60908 jordan.mora@lhschools.org	Lindsey Needham Guidance Counselor 740-964-1674 ext.50911 lneedham@lhschools.org	Jodi Greene Guidance Counselor 740-927-3268 ext.40124 jgreene@lhschools.org
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Tara Hannahs Attendance Secretary 614-864-9089 ext. 60101 thannahs@lhschools.org	Wendy Kingery, Attendance Secretary 740-964-1674 ext.50100 wkingery@lhschools.org	Charlotte Moore Preschool Secretary 740-927-3268 ext.40101 cmoore@lhschools.org

* Handbook adopted by the Board of Education at the May, 2020 Regular BOE meeting

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was approved in April, 2020. If you have questions or would like more information about a specific issue or document, contact your
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	school principal, or access the document on the Board's website: www.lhschools.org and finding the specific policy in the Table of Contents for that section.
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FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules as of May, 2020. If any of the policies or administrative guidelines referenced herein are revised after April, 2020, the language in the most current policy or administrative guideline prevails. Copies of current Board policies are available on the Board's web site at <http://www.lhschools.org/board.aspx>.

MISSION OF THE SCHOOLS

Our mission is to work together to become respectful, responsible and safe learners.

EQUAL EDUCATION OPPORTUNITY

This Board provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School Board’s Compliance Officer(s):

Kim Henderson
Director of Human Resources and Student Discipline
740-927-6926 ext. 10500
khenderson@lhschools.org

Mitch Tom
Supervisor of Pupil Services
740-927-3365 ext. 30224
mtom@lhschools.org

Complaints will be investigated in accordance with the procedures described in policy [2260 – Nondiscrimination and Access to Equal Educational Opportunity](#). Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

8220 - SCHOOL DAY

- Licking Heights North 9:05 am - 3:45 am (Kindergarten)
- Licking Heights South 8:40 am - 3:20 pm (grades 1-4)
- Licking Heights West 8:40 am - 3:20 pm (grades 1-4)

Arrival

In order to ensure adequate supervision for your child, **students are not permitted to be in the building or on school grounds before 8:30 am for South and West, 8:55 am for North. Parents must remain with their child(ren) until this time for morning arrivals.** Exceptions to the above drop-off times would be for children attending the YMCA latchkey program before school.

Dismissal

All students will be put on their regular bus at the end of each school day, unless parents have specified in writing for them to be a permanent pick-up. **Any other arrangements (sporadic parent pickup) must be received by the office no later than 2:00 pm. NO BUS changes are permitted.**

Express Pick-up and Drop-off

We offer an express pick-up service at LH West, LH South, and LH North. **You must stay in your vehicle** and get in line to drop off or pick your student up at the beginning and end of the school day. Students must exit and load on the passenger side of the vehicle.

LH West- The vehicle line for pick-ups runs along the North side of the building, parallel to the tennis courts and baseball fields. Students will be dismissed through the North gymnasium doors by staff members to their vehicles.

- Written notification (written note, email, or fax) is required if you wish to pick up your student at the end of the day in our express pick-up line.
- We need to receive this notification by 2:00 pm to allow time to process the change of plans.
- Pick up time is promptly at 3:20 pm every day.
- If you are late 3 times picking your student up from the express pick-up line, you will no longer be permitted to use this service, as we do not have staff to watch the students after 3:20 pm. If you need before/after school child care we do have a YMCA latchkey program at our building. Contact Heather Hawkins for more information regarding this program at 740-927-6926.

LH South- The vehicle line for pick-ups runs along the West side of the building, parallel to Summit Rd. Students will be dismissed through the Library doors by staff members to their vehicles.

- Written notification (written note, email, or fax) is required if you wish to pick up your student at the end of the day in our express pick-up line.
- We need to receive this notification by 2:00 pm to allow time to process the change of plans.
- Pick up time is promptly at 3:20 pm every day.
- If you are late 3 times picking your student up from the express pick-up line, you will no longer be permitted to use this service, as we do not have staff to watch the students after 3:20 pm. If you need before/after school child care we do have a YMCA latchkey program at our building. Contact Heather Hawkins for more information regarding this program at 740-927-6926.

LH North- The vehicle line for pick-ups runs along the North side of the building, perpendicular to Summit Rd.

- Written notification (written note, email, or fax) is required if you wish to pick up your student at the end of the day in our express pick-up line.
- We need to receive this notification by 2:00 pm to allow time to process the change of plans.
- Pick up time is promptly at 3:45 pm every day.

· If you are late 3 times picking your student up from the express pick-up line, you will no longer be permitted to use this service, as we do not have staff to watch the students after 3:45 pm. If you need before/after school child care we do have a YMCA latchkey program at our building. Contact Heather Hawkins for more information regarding this program at 740-927-6926.

ATTENDANCE

Attendance Policy - 5200

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

Excused Absences

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

- 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

Unexcused Absences

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

Suspension from School

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

A suspended student will be allowed to make-up school work missed due to suspension and may earn full credit for work assigned on days missed. Tests and quizzes may be made up upon return to school.

Notification of Absence

If a student will be absent, the parents must notify the school (see front cover) by phone or email to the attendance secretary no later than 8:40 a.m. for West and South, or 9:05 a.m. for North and provide an explanation. In addition, a written excuse from the parent or guardian is required within three (3) days upon returning to school stating the reason for the absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and the student will also be subject to disciplinary action.

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

Emergencies

Please make sure that our office has updated home and work phone numbers, and numbers of alternative persons to contact. You may update your contact information on the [OneView Parent Portal](#). Cell phone numbers are a big help!

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy-two (72) or more hours in one (1) school year.

When a student is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parents or guardian of the child's absence, in writing, within seven (7) school days after the date of the absence that triggers the notice requirement. At the same time notice is given, appropriate intervention actions may be taken.

If a student is habitually truant and the student's parent fails to correct the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board policy [5200 - Attendance](#).

Late Arrival (Tardiness) and Early Dismissals – [5230](#)

A student is considered tardy if he/she arrives after school has started at 8:40 a.m. for West and South and 9:05 a.m. for North. Each minute your child is absent from school counts towards their total absences for the year.

STUDENTS WITH TARDIES OR EARLY DISMISSALS ARE NOT ELIGIBLE FOR PERFECT ATTENDANCE AWARDS

Each student is expected to be in his/her assigned location throughout the school day. **When arriving after school has started, students must report to the office before going to class.**

Each child may be released only to a parent, guardian, or properly identified person authorized to act on their behalf. **When picking up students, all adults will be required to show a picture ID.** This authorization must be in writing or email no later than 2:00 p.m. each applicable day. **(It is the responsibility of a custodial parent to**

notify the school as to court-determined limitations of the noncustodial parent.)
Please obtain a doctor's note for all appointments causing tardiness or early dismissal.

Vacations During the School Year

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip. A [Vacation Authorization Form](#) must be turned into the office one (1) week in advance for approval by the Principal.

Take Your Child to Work Day

Parents wishing to take their child to an employment site other than their home may submit an absence excuse on company letterhead, including authorized signatures at the employment site, for your child to receive an excused absence for that day. **This day may interfere with state testing.**

Make-up of Tests and Other School Work

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

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

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. For more information see Board policy [5500 – Student Conduct](#). Students must arrive at school on time, prepared to learn and participate.

Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Notice of Directory Information and Information Requests

FERPA requires that the Licking Heights Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Licking Heights 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 Licking Heights Schools 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. 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 the following information – names, addresses and telephone listings – unless the parent has advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Licking Heights Schools to disclose directory information from your child's education records without your prior written consent, you must notify the Superintendent's office, 6539 Summit Road, Pataskala, Ohio 43062 in writing by September 1st, annually. You may notify the District by initiating your desire for the District not to disclose directory information for your child in OneView annually when you sign off that you have read the student handbook. Licking Heights Schools has designated the following information as directory information:

- Student's name; address; and 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

Staff Licensure Requests

The Superintendent shall report State certification and licensure status for every teacher and paraprofessional at least annually in accordance with State and Federal law. Parents/guardians may request information about the professional qualification of each classroom teacher/paraprofessional who provides instruction to their students by submitting a written request to the Supervisor of Pupil Services.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. ***SEE SOMETHING, SAY SOMETHING*** See Board policy [3213 – Student Supervision and Welfare](#).

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents. An up-to-date Emergency Medical Authorization form (EMA) must be on file with the school.

A student who becomes ill during the school day should request permission to go to the health clinic. An appropriate adult in the health clinic/office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. For more information see Board policies [5330 – Use of Medications](#) and [5340 – Student Accidents](#).

SCHOOL (OR CHILD CARE) AND ILLNESS: SHOULD YOUR CHILD STAY HOME?

Parents often have trouble knowing whether their child is too ill to go to school or to the child care center. The following guidelines will help you decide.

CHILD IS TOO ILL

Your child is too ill to go to school if he/she has any of the following symptoms:

- Seems **very** tired and needs bed rest (this is common with flu symptoms).
- Has vomiting or diarrhea.
- Becomes short of breath or has an increase in wheezing during normal activity.
- Has a cough that interrupts his normal activity.
- Has a temperature above 100 degrees Fahrenheit by mouth.
- Has pain from an earache, headache, sore throat, or injury.
- Has yellow or green drainage from the eye(s).
- Breaks out in a rash.

FEVER, DIARRHEA, AND VOMITING

Your child should not go to school if his/her temperature is above 100°F, has diarrhea, or is/has vomited. **He/she may return to school 24 hours after he/she is symptom free and is feeling better.**

CONTAGIOUS DISEASE

A contagious disease is one that can be spread by close contact with a person or object. Examples of contagious diseases are: chickenpox, the flu with vomiting or diarrhea, colds, "runny nose", strep throat, and "pinkeye". A disease is most often contagious **24 hours before the child shows signs of illness**. It is very hard to prevent the spread of some germs, especially in a school classroom. Good hand washing will help prevent the spread of germs.

- Your child should stay home from school if he/she has a contagious disease to keep from spreading it to others.
- If your child has chickenpox or strep throat, ask your doctor when he/she may return to school or child care. Generally, children who have active chickenpox should not return to school or child care until all the lesions are dried and crusted. Children with strep throat should be on antibiotics and have no fever for 24 hours before returning to school or child care.

- When your child has been free of fever for 24 hours (without fever-reducing medicine such as Tylenol®), is feeling better, and has no other symptoms, he/she may return to school.
- If an antibiotic medicine is prescribed for your child, be sure he/she has taken the medicine for at least 24 hours before returning to school. **Remember** – The antibiotic medicine should be taken as prescribed until it is **ALL** gone.

SECTION I - GENERAL INFORMATION

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and program. They do not accept teacher requests from parents. For more information see Board policy [5120 – School Attendance Areas](#).

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18. [5130 – Withdrawal from School](#), [5131 – Student Transfers](#)

Parents must notify the Principal about plans to withdraw their child and transfer to another school. [Withdrawal form](#), school records, including disciplinary records of suspension and expulsion, will be transferred to the new school upon the receipt of request from the new school. Only the residential/school placement parent may withdraw a student.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. Any questions about immunizations or exemptions should be directed to the District nurse. For more information see Board policy [5320 - Immunization](#).

EMERGENCY MEDICAL AUTHORIZATION (EMA)

A complete Emergency Medical Authorization form must be updated annually and on file with the school through [OneView](#), in order for a student to participate in any activities off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. Go to <https://lickingheightsoneview.esvportal.com/> to update student emergency medical authorization (EMA) forms. For more information see Board policy [5341 – Emergency Medical Authorization](#).

USE OF MEDICATIONS

Students who must take prescribed medication during the school day, must comply with policy [5330 – Use of Medications](#). All medications must be taken to the health aide with the correct paperwork signed by a physician.

Nonprescribed (Over-the-Counter) Medications

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior physician authorization. Any student who is found using or distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

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

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student. For more information see Board policy [5330 – Use of Medications](#).

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

Any removal will be limited to the contagious period as specified in the School's administrative guidelines. See Board policies [8450 – Control of Casual-Contact Communicable Diseases](#), [8451 – Pediculosis](#) and [8454 – Bed Bugs](#).

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School Board has an obligation to protect staff and students from noncasual-contact communicable diseases. See Board policy [8453 – Control of Noncasual-Contact Communicable Diseases](#).

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

CONTROL OF BLOOD-BORNE PATHOGENS

The School Board seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. For additional information see Board policy [8453.01 – Control of Blood-Borne Pathogens](#) and [8453.02 – Students Exposure to Blood-Borne Pathogens](#).

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance.

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504 and State law. Contact the Supervisor of Special Education at 614-864-9098 ext. 60212 to inquire about evaluation procedures, programs, and services. See also Board policy [2460 – Special Education](#).

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Board. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information see Board policy [5111.01 – Homeless Students](#) or contact the liaison for homeless students at 740-927-3365 ext. 30224.

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the Board. For additional information see Board policy [5111.03 – Children and Youth in Foster Care](#) or contact the liaison for Children and Youth in Foster Care at 740-927-3365 ext. 30224.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School Board maintains many student records including both directory information and confidential information. For more information pertaining to student records and FERPA requirements see Board policy [8330 – Student Records](#).

STUDENT SUPPLIES, FEES, AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, a list of student supplies and student fees are sent home during the first few weeks of school and can also be found on the Board [website](#). Student fees can be paid electronically through [EZpay](#). Every effort is made to keep these costs to a minimum. Applications for waivers of fees are available in the school office. Contact the school office if alternate fee payments need to be made.

KG - \$10.00

1st - \$15.00

2nd - \$15.00
3rd - \$15.00
4th - \$15.00

Each child at LH South, LH West and LH North will need a book bag to carry information to and from school and home. **Backpacks or book bags on wheels will not be permitted.** They do not fit into student lockers and create a safety hazard in rooms, halls, and on the bus.

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

- New 100% of cost
- Excellent condition 80%
- Good condition 60%
- Fair condition 40%
- Poor condition 20%

Students can avoid late fines by promptly returning borrowed materials.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits. For additional information see Board policy [6152 – Student Fees, Fines and Charges](#) and [6152.01 – Waiver of School Fees for Instructional Materials](#).

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities must comply with Board Policy [5830 – Student Fund-Raising](#). Violation of this policy may lead to disciplinary action. Student participation in all school fundraisers is voluntary.

STUDENT VALUABLES

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

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee.

School Breakfast – Free
School Lunch - \$2.75
Reduced Price Lunch - \$.40

8 ounce milk - \$.50
8 ounce water - \$.50

Licking Heights Food Service Department utilizes the Nutrikids Point of Sale Software. Parents are able to make lunch pre-payments online at www.myschoolbucks.com, or by sending a check or cash in an envelope with your students name to the school. Students may also bring their own lunch to school to be eaten in the School’s cafeteria. In the interest of good nutrition, soda pop is prohibited in our cafeteria and we encourage parents to limit “sweets.” In the interest of student safety, glass bottles are also not permitted.

No student may leave school premises during the lunch period without specific written permission from the Principal. Food delivery services, such as Uber Eats, GrubHub and DoorDash may not be utilized to deliver food to students during the school day or on school property. For information regarding school lunch account procedures, see Board policies [8500 – Food Service](#), [8531 – Free and Reduced-Price Meals](#). If a student arrives in the cafeteria with no money for lunch, that student will be given a “courtesy lunch” consisting of a cheese sandwich and a 4 oz. carton of orange juice. If courtesy lunches become excessive, parent(s) will be notified.

Applications for the School’s Free and Reduced-Priced Meal program are available at <http://www.schoolunchapp.com/>.

Licking Heights Elementary Schools Cafeteria Rules

The cafeteria, besides being a lunch room, is also a place where good human relations can be developed. Each student is expected to practice the general rules of good manners - as if they were a guest in a friend’s home.

The following common courtesies are expected of all persons using the cafeteria:

- a. All students must go through lunch lines quietly and orderly.
- b. Students must obey teachers in charge.
- c. Loud or unusual noises are not acceptable in the lunchroom.
- d. Throwing food, paper, or other items is unacceptable.
- e. Students cannot trade food or give food away to others.
- f. Students are to make sure their lunch area is clean before leaving the lunch room.

Students look forward to lunch as a time to talk to friends as well as eat. This social aspect sometimes takes first place in a student’s perspective. They then forget to eat within the allocated time schedule, creating afternoon hunger pangs and loss of attention to academic tasks. To ensure adequate nutrition, we include a ten minute quiet time in each lunch period.

Parents are welcome to eat with their children in the cafeteria at any time, but cannot bring in food from local restaurants for themselves or others. In order to allow the cafeteria to plan, parents must notify the office before 10 a.m. of their intention to buy

an adult lunch (cost - \$ 3.25). Parents are not permitted to join their student in the classroom following lunch visits.

** Please note that we utilize biometric scanners to access each student's account during meals. If you need more information on the scanners, or wish to opt out, please see the food service page of our website at www.lhschools.org

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all safety laws and will conduct all safety drills in accordance with State law.

EMERGENCY CLOSING AND DELAYS

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

WCLT-100.3 FM	WNCI-97.9 FM	WCMH-TV - Channel 4
WNKO-101.7 FM	WMVO-93.7 FM	WSYX-TV - Channel 6
WCOL-92.3 FM	WTVN-610 AM	WBNS-TV - Channel 10
BREW-105.7 FM	WMNI-920 AM	WTTE - TV - Channel 28

Information concerning school closings or delays can also be found on the School's web page at www.lhschools.org and on district sponsored social media outlets. Parents will also be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

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

A two-hour delay means that your child will be picked up two hours later than their usual time. The rest of the day will proceed as normal, including the regular dismissal time. Students will not be permitted in the building (West and South) until 10:30 a.m, and 10:55 a.m. at North. **Breakfast will not be served on those days.**

Weather conditions sometimes dictate that we dismiss students early. It is important that you have made alternate arrangements for your child's safety should they arrive home early. These will be consulted and shared with your child as the need arises. Early dismissals will also be broadcast over the same radio and television stations. Parents should monitor these stations during extreme weather conditions. **TIME DOES NOT ALLOW US TO CALL EVERY PARENT.**

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in and a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal. For more information see Board policy [9150 – Visitors to the Schools](#).

Parties

Classes have parties as a part of various incentive programs. Since these parties are extracurricular but still a part of the school day, the following guidelines will be observed:

- a. Should a child not be able to attend a party for religious reasons, alternative activities will be provided. We do not recommend that you remove your child from school during these activities.
- b. A child may be excluded for disciplinary reasons.

Birthday Treats from home

Parents are required to notify the teacher (at least) 24 hours in advance if they wish to bring in a birthday treat. The birthday treats will be distributed by the teacher at an appropriate time. No other celebration of the child's birthday shall be made by the parent during school hours, including balloons, flowers, singing telegrams, etc. We encourage **healthy** treats and we request that they be kept simple and delivered to the office. No sheet cakes or cutting tools/knives are permitted.

Invitations to birthday parties

In order to avoid hurt feelings, Licking Heights Elementary Schools do not permit students to pass out invitations at school to personal birthday parties unless the invitation is extended to the class as a whole.

Animals on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), those that serve as service animals as required by Federal and State law, or those the Superintendent permits, in his/her discretion, to be on school property during non-school hours. Non-service animals are not permitted on District property during District-sponsored events (e.g., sporting events).

The Board does not assume responsibility for training, daily care, or healthcare or supervision of any animal on school property. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of an animal on District property or at District-sponsored events. [8390 - ANIMALS ON DISTRICT PROPERTY](#)

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use. [7510 – Use of District Facilities](#), [7530 – Lending of District Owned Equipment](#)

LOST AND FOUND

The lost and found area is in the office area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity intermittently throughout the school year.

USE OF OFFICE TELEPHONES

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

Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF PERSONAL COMMUNICATION DEVICES (CELL PHONES, PAGERS, ETC.)

In order to maintain the efficient use of student time, students are discouraged from making or receiving telephone calls. **Personal cell phones must remain in book bags/locker and not used on school property.** If a student is seen with a cell phone outside of the book bag, the teacher will remove the phone. The first time the phone is taken the student may pick it up at the end of the day. The second time and beyond a parent must arrange to pick it up in the office by the end of the day.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within one (1) school day of its receipt. PeachJar is an online resource now used for advertising of outside activities. Visit <http://www.lhschools.org/peachjar.aspx> to view up-to-date advertisements. For more information see Board policies [5722 – School-Sponsored Publications and Productions](#) and [9700 – Relations with Special Interest Groups](#).

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Parents can be a great help on such trips, but only if their full attention is focused on the students in their group, supporting that academic purpose. For that reason, we can take only a limited number of parents/adults and cannot allow those parents/adults to bring other children. If the school does not have an updated EMA for the current school year completed in OneView, the student will not be permitted to attend the field trip. For more information see Board policy [2340 – Field and Other Board-Sponsored Trips](#).

GRADES

Grade Components

In determining a student's grade the teacher will give consideration to each of the following grade components:

1. Homework – 10%
2. Formative assessments – 50%
3. Summative assessments – 40%

Grading Scale

Grading scale for 1st - 2nd:

E - exceeding expectations

M - meeting expectations

P - progressing towards meeting expectations

N - needs improvement

Grading scale for grades 3rd - 4th:

97 – 100 A+	87 – 89 B+	77 – 79 C+	67 – 69 D+	0 – 59 F
93 – 96 A	83 – 86 B	73 – 76 C	63 – 66 D	
90 – 92 A-	80 – 82 B-	70 – 72 C-	60 – 62 D-	

Grade Point Average

Grade point average (G.P.A.) is calculated based on the weighted point value assigned to each course grade and divided by the total number of credits. For more information regarding weighted point values and calculating grade point average see the curriculum section of the website at <http://www.lhschools.org/Curriculum.aspx>.

HOMEWORK

The assignment of homework will be according to the following guidelines:

- Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- Homework should always serve a valid learning purpose, it should never be used as a punitive measure.
- Assignments should involve application of knowledge, reinforcement of communication, research and other skills, and should provide experiences which strengthen attitudes and allow for creativity.
- The purpose of homework, in terms of the goals of a program, should be clear to the student when assigned, the work corrected when returned, and both the strengths and weaknesses of his/her work communicated in ways which provide for improved performance.
- As part of the process of using homework as a learning tool, students should be involved in learning how to critique their own and each other's work based on clearly-defined criteria related to the particular program or course of study.
- The time limits for completion of homework should:
 - be reasonable and consistent with the nature of the assignments given;

- provide for interim appraisal of progress where assignments involve blocks of time;
- include a reasonable time for make-up of missed work assignments and/or improvements based on teacher comments.
- Parents should be made aware of the way each of their child’s teachers will be using homework as a learning activity.

For more information see Board policy [2330 – Homework](#).

Grade Cards

Grade cards are issued four times each year. As a general rule, they are accessible on Friday, one week after the nine-week grading period ends. Report cards will be printed and sent home with students. Student report cards may also be viewed by signing into [Progress Book](#). **Students with outstanding fees will not receive a Report Card after the 1st grading period.**

Interim Reports

At the midpoint of each grading period, parents or guardians will have access to an Interim Report. Students will receive a printed interim. **After the first grading period, students with outstanding fees will not receive an interim.**

This gives parents an opportunity to learn, in a less formal manner, how their child is progressing - both academically and behaviorally. Areas noted as unsatisfactory should be given careful attention. Progress reports must be signed and returned to the teacher the next day.

PLEASE NOTE – Parent understanding of grades in the early school years, is dependent upon an awareness of the building of skills. LH West, LH South and LH North are laying the foundational education skills for each student. Students at this age are gradually acquiring the skills to become independent learners and will receive report cards that are standards based.

Scheduled Parent/Teacher Conferences

Please check the district calendar for specific Parent/Teacher Conference dates.

A daytime parent-teacher meeting can be scheduled during each teacher’s daily conference time to fit your particular needs. Additional conferences may be scheduled at other times during the year, by parent or teacher request. This is one of the many ways we can work together to build your child’s educational program.

Parent / Teacher Organization

Licking Heights is fortunate to have an excellent community parent/teacher organization – PTO. Over the years they have continued to provide financial support for programs and equipment to supplement the educational needs of the students in our district.

Recently, the district has expanded to form a Community PTO. We urge parents and all interested parties to become involved in and support the activities of this fine organization. The PTO holds its meetings throughout the school year. Watch your school calendar or visit the district website [here](#) for notices of specific dates and events.

Volunteer Program

Would you like to become more involved in the activities of our elementary school? If so, we have a place for you. We are looking for people who love children and have some time to be school volunteers.

In the interest of student safety, Board policy states that “all volunteers who work or apply to work unsupervised with children on a regular basis” must be informed of the need to display appropriate behavior at all times and will be requested to submit to BCI and FBI checks at their own expense. These must be on file in the Licking Heights district office. The district office can assist you with this process.

Volunteers during school hours may not bring other children with them. The volunteer is there to assist in the educational process. Unfortunately, other children often cause a distraction and/or disruption to that process.

Volunteers are involved in several ways. Contact your child’s teacher - activities are available for both in-school and at-home ways to enhance and support lessons and programs.

PROMOTION, ACCELERATION, AND RETENTION

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

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

For more information see Board policy [5410 – Promotion, Academic Acceleration, Placement, and Retention](#).

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. For more information see Board policy [5451 – Student Recognition](#).

COMPUTER TECHNOLOGY AND NETWORKS

The Board provides internet services to its students. The Board's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the Board's computers, network and internet services/connection ("Network") are governed by the following principles and guidelines,

and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network. For more information see Board policy [7540 – Technology](#) and subsequent policies.

SECTION III - STUDENT CONDUCT

5500 - STUDENT CONDUCT

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

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

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS)

Positive Behavior Intervention and Support (PBIS) is a process for creating school environments that are more predictable and effective for achieving academic and social goals. A key strategy of the PBIS process is prevention. The majority of students follow the school's expectations, but are never acknowledged for their positive behavior. Through instruction, comprehension and regular practice, all stakeholders use a consistent set of behavior expectations and rules. When some students do not respond to teaching of behavioral expectations and rules, PBIS schools view it as an opportunity for re-teaching, not just punishment. For more information see Board policy [5630.01 – PBIS and Limited Use of Restraint and Seclusion](#).

Our goal is to create learning environments that are:

- Predictable** – Students and teachers know what to expect
- Consistent** – Similar standards and language across staff
- Safe** – Unsafe behavior is not acceptable
- Positive** – Adult emphasis on acknowledging success

Dress and Grooming

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

The administration will exercise judgment on appropriate dress at all times. Students who fail to conform to dress standards will not be permitted to attend classes until their dress is deemed appropriate. Time missed may be charged as an unexcused absence.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

The following styles or manners of dress are prohibited:

1. revealing clothing– spaghetti strap shirts, muscle shirts, and garments that expose any of the following; midriffs, buttocks, or underwear, are not acceptable (ex. shorts / skirts should be fingertip length)
2. Be excessively soiled
3. Display pictures or slogans associated with alcoholic beverages, tobacco, or drugs.
4. Disrespect any person, the school, the community, or the nation.
5. Contain obscene, profane, racially offensive or sex-related words or pictures.
6. Cause damage to the wearer, or other students, or property, including chains on wallets, wristbands with spikes or dog chains.

Other distractions to the educational process:

7. Sunglasses, gloves, or hats, including hoods, are not to be worn in the building, except on designated hat or spirit days.
8. Clothing with extreme rips, tears, holes, etc. is not permitted.
9. Sagging pants (which must be constantly pulled up or would show undergarments) are not permitted.
10. Shoes with wheels must have the wheels removed to be worn at school.
11. Sandals or open-toed shoes are not permitted.
12. Children need to have an extra change of clothes in a clearly marked zip-lock bag in their book bag with their name.

Consequences for infractions will be a parent/guardian called to rectify the situation.

Clothing should be consistent with the entire day’s weather conditions. This may necessitate layers, such as jackets for cold mornings, to be added or removed as the day progresses.

Students who are representing Licking Heights at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands/choirs, and other such groups.

BULLYING, HARASSMENT, AND INTIMIDATION

[5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR](#)

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

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

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

Harassment, intimidation, or bullying means"

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

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

Harassment, intimidation, or bullying also can occur through electronic 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 or in conjunction with other acts occurring outside of the scope of the Code of Conduct and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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

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

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

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. In addition, any student found to be responsible for harassment, intimidation, or bullying by an electronic act may be subject to suspension.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning harassment, intimidation or bullying 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 harassment, intimidation or bullying behavior. Making intentionally false reports about harassment, intimidation or bullying behavior is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

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 custodial parent/guardian of the victim of such finding and provide the parent access to written reports pertaining to the bullying incident as permitted under state and federal law. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing 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. Any records that are considered student records will be maintained and accessed in a manner consistent with the provisions in state and federal law.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including the 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.

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

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

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the

anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against 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 to 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 website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

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

Immunity

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

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the district and to their custodial parents or guardians. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate

training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

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

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

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed. R.C. 3313.666, 3313.667
(LH Revised Policy (7/17/18))

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated. For more information see Board policy [5600 – Student Discipline](#).

STUDENT EXPECTATIONS

1. Be RESPONSIBLE
2. Be RESPECTFUL
3. Be SAFE

ASSEMBLY EXPECTATIONS

To promote a respectable and dignified atmosphere during assemblies, the following guidelines will be observed:

1. Led by the classroom teacher, students will move in a line to the auditorium when requested.
2. Enter the auditorium/gym quietly and be seated as directed by the classroom teacher.
3. Refrain from unnecessary talk and show respect for those leading the assembly.
4. Stop all talking and listen when a speaker or supervisor addresses the group from the podium/stage.
5. Remain properly seated and attentive during the assembly applauding only when appropriate.
6. No food, candy, or drinks in the auditorium.
7. Follow teacher requests at all times.

8. Show respect for other people and property at all times.

**While the tone or mood may vary from one assembly to another, respect and dignity should always characterize public meetings in the Licking Heights auditorium/gym.

BUYING/SELLING/TRADING

Students are not permitted to buy, sell or trade items to other students or staff during school hours except through approved school sponsored sales campaigns or other sales projects approved by the principal.

CAFETERIA EXPECTATIONS

The Licking Heights Food Service Department offers students a choice of a well-balanced, tasty complete breakfast, lunch and/or a la carte service of individually priced food. Of course, the student also has the option of bringing lunch from home. The lunch period is informal, but good manners and consideration of others are expected at all times. The following common courtesies are expected of all persons using the cafeteria:

1. All customers should go through the lunch line quietly and in an orderly fashion. Moving ahead of others, pushing, shoving, shouting or loud, unusual noises will not be allowed.
2. Customers are expected to be respectful of the food service staff and obey the lunchroom supervisors.
3. Food that is ordered from the food service server and received by the customer may not be returned. Customers must pay for all the food they choose from the serving line.
4. Throwing food, paper, or other items will not be allowed.
5. Spills or other accidents should be reported to the lunchroom supervisors.
6. If a lunch tray or lunch item is spilled or dropped after leaving the serving line, it will be replaced at the discretion of the food service staff.
7. Customers are expected to pick up their own lunch trash before leaving their table and depositing the trash in the waste cans provided.

GYMNASIUM EXPECTATIONS

Students using the gymnasium during the day or after school must adhere to the following procedures:

1. Students should not be in the gymnasium without adult supervision.
2. Food and drink will not be allowed in the gymnasium.
3. Students must be seated unless participating in activities.
4. Students will follow the requests of gymnasium supervisors.
5. Students must remain in the gym during the activity, no loitering in hallways.

HALLWAY EXPECTATIONS

To promote appropriate, safe, and orderly transit through the building, the following guidelines will be observed in the hallways:

1. Walk to your destination. (No running)

2. Stay to the right when traveling in the halls.
3. Avoid loitering during AM arrival, between classes, or during PM dismissal.
4. Show respect for other people and property at all times.
5. Speak in a conversational tone. (No loud talking or yelling)
6. Obey the requests of teachers, administrators and staff.
7. Carry an appropriately signed agenda book when traveling during class time. (Use your own agenda book. Agenda books should not be borrowed or loaned)

LOCKER EXPECTATIONS

Each student will be assigned a locker on the first day of school. All students are expected to use their assigned locker and take responsibility for its contents, no locker sharing. You should remember that these lockers are on loan to you for the school year, and they still remain the property of the Licking Heights Board of Education. At any time the school may have the lockers checked for the purpose of cleanliness as well as law and order. There should be no expectation of privacy.

To protect your property, you should never give your combination to anyone, and you should keep the locker locked at all times. There is to be no locker sharing. The school cannot assume responsibility for the theft or loss of belongings from lockers.

OFFICE COMPLEX EXPECTATIONS

To promote an orderly, safe and professional work environment, the following guidelines will be observed in the office complex.

1. Enter the office complex only for official business related to attendance, arrival, departure, communication, or discipline.
2. Have an appropriately signed agenda book to enter the office complex during the school day.
3. Show respect for other people and property at all times.
4. Speak in conversational tones. (No loud talking or yelling)
5. Obey the requests of administrators, teachers, and staff when in the office.
6. Maintain an atmosphere of order and professionalism.

PHYSICAL EDUCATION EXPECTATIONS

Each student must have an appropriate physical education uniform consisting of tennis shoes.

In order to be excused from class participation for an extended period of time, a student must have a written medical excuse from a doctor. Students may be excused from participation for a single day if they have a written statement from their parent or guardian, and if they change into their physical education uniform.

THE MEDIA CENTER/LIBRARY EXPECTATIONS

To promote an appropriate and positive learning climate, the following guidelines will be observed in the Media Center.

1. Media Center admission will be granted when a classroom teacher has issued an authorized request for a specific academic assignment. Students must have a signed agenda book or be listed on the student hall pass to be admitted.
2. Casual socializing will not be permitted in the Media Center.
3. Enter the Media Center in a controlled, quiet manner.
4. Maintain a calm, quiet atmosphere in the Media Center.
5. Observe all Media Center rules and regulations.
6. Use the Media Center resources responsibly.
7. Follow the requests of the Media Center staff.
8. No food or beverages permitted in the Media Center.

STUDENT DISCIPLINE CODE

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

1. Possession/use of drugs and/or alcohol

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, lookalikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia. [5530 – Drug Prevention](#)

2. Possession/use of tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited. [5512 – Use of Tobacco](#)

3. Use and/or possession of a firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board policy [5772 - Weapons](#)

4. Use and/or possession of a weapon

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion. [5772 - Weapons](#)

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

5. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry. [5772 - Weapons](#)

6. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline. [5772 - Weapons](#)

7. Arson

Intentional or purposeful destruction or damage to school or Board buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. [5513 - Care of School Property](#)

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

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the Board, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion. [5517 - Anti-Harassment](#), [5517.01 - Bullying and Other Forms of Aggressive Behavior](#)

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

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the Board reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited. [5517 - Anti-Harassment](#), [5517.01 - Bullying and Other Forms of Aggressive Behavior](#)

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

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property. [5517 - Anti-Harassment, ORC 3313.661](#)

11. Misconduct off school grounds

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the Board.

Misconduct is defined as any violation of the Student Discipline Code.

12. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. [5500 - Student Conduct](#)

13. Gambling

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

14. Falsification of school work, identification, forgery

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

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action. [5500 - Student Conduct](#)

15. Bomb Threats, and other false alarms and reports

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action. [5610 - Removal, Suspension, Expulsion, and Permanent Exclusion of Students](#)

16. Terroristic Threat

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

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

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation. [5610 - Removal, Suspension, Expulsion, and Permanent Exclusion of Students](#),

18. Trespassing

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into Board, school or staff computer files, into a school or Board file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal. [5500 - Student Conduct](#)

19. Theft, or knowingly receiving or possessing stolen property

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Principal. The School is not responsible for personal property. [5500 - Student Conduct](#)

20. Insubordination

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members. [5500 - Student Conduct](#)

21. Damaging property (Vandalism)

Defacing, cutting, or otherwise damaging property that belongs to the school, Board, other students, employees or others and disregard for school property. [5513 - Care of School Property](#)

22. Persistent absence or tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license. [5200 - Attendance](#)

23. Unauthorized use of school or private property

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action. [5520 - Disorder And Demonstration](#)

24. Refusing to accept discipline

Students failing to comply with disciplinary penalties may face enhanced penalties for such action. [5500 - Student Conduct](#)

25. Aiding or abetting violation of school rules

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

26. Displays of affection/sexual activities

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action. [5520 - Disorder And Demonstration](#), [5517 - Anti-Harassment](#), [5517.02 - Sexual Violence](#)

27. Possession of electronic equipment

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of their teacher or administration. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken. [5136 – Personal Communication Devices](#)

28. Violation of individual school/classroom rules

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

29. Violation of bus rules (see Section V – Transportation) [5515.02 – Student Conduct on School Buses](#)

30. Interference, disruption or obstruction of the educational process

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. [5500 - Student Conduct](#)

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

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

or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action. [5517.01 – Bullying and Other Forms of Aggressive Behavior](#)

32. Hazing

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

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

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties. [5516 – Student Hazing](#)

33. Violent Conduct

Students may be expelled for up to one school year for committing an act at school, on school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property. [5517.01 – Bullying and Other Forms of Aggressive Behavior](#)

34. Improper Dress

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. [5511 – Dress and Grooming](#)

35. Careless or Reckless Driving

Driving on school property in such a manner as to endanger persons or property. [5515 – Use of Motor Vehicles](#)

36. Burglary

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime. [5500 - Student Conduct](#)

37. Fighting

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

contributing to a fight verbally or through behavior). [5517.01 - Bullying and Other Forms of Aggressive Behavior](#)

38. Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames. [5610 - Removal, Suspension, Expulsion, And Permanent Exclusion Of Students, 5772 - Weapons](#)

39. Possession of Pornography

Possessing sexually explicit material. [5136 - Personal Communication Devices](#)

40. Unauthorized use of vehicles

Occupying or using vehicles during school hours without parental permission and/or school authorization. [5515 - Use of Motor Vehicles](#)

DISCIPLINE

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

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

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

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

Informal Discipline

Informal discipline takes place within the School. It includes:

- written assignments;
- change of seating or location;
- lunch-time discipline;
- in-school discipline;
- other, as appropriate.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in the

semester, whichever is greater, and permanent exclusion. A hearing must be held the next school day following a suspension. A hearing is not required for PreK-3 if the student returns the next school day.

A student in any of grades pre-kindergarten through 3rd grade may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extra-curricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through 3 is removed and returned to his/her curricular and extra-curricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of the same).

Under HB 318, students in pre-K through third grade can only be suspended for up to 10 days or expelled:

For 1) bringing a firearm or knife capable of causing serious bodily harm, 2) making a bomb threat, or 3) committing a delinquency offense that causes serious physical harm to another person or property.

Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement. For more information regarding student discipline see Board policies [5600 – Student Discipline](#), [5610 – Removal, Suspension, Expulsion, or Permanent Removal](#), [6510.01 - .05](#).

DUE PROCESS RIGHTS

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

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal. For more information see Board policy [5611 – Due Process Rights](#).

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973. For more information see Board policy [5605 – Suspension/Expulsion of Students with Disabilities](#).

Suspension of Bus Riding/Transportation Privileges

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

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. [5515.02 – Student Conduct on School Buses](#)

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules.

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

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated. For more information see Board policy [5771 – Search and Seizure](#).

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property. For more information see Board policy [5540 – Interrogation of Students](#).

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines. For more information see Board policy [5722 – School-Sponsored Publications and Productions](#).

SECTION IV - TRANSPORTATION

Bus Transportation

The School provides transportation for all students who live within the school district. The transportation schedule and routes are available on the [transportation e-link](#). Throughout the school year, if transportation needs change for a student and they will be riding the bus for the first time an [Application for Bus Transportation \(new rider\) form](#) must to be submitted electronically. Also, if a current rider needs to make a bussing change throughout the school year a [Transportation Change Request \(current rider\) form](#) must to be submitted electronically. For more information see Board policy [8600 - Transportation](#).

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Transportation Supervisor. Bus routes are designed to service either the West Elementary zone or the South Elementary zone. The routes do not accommodate outside zones.

Bus Conduct

Students who are riding to and from school on Board-provided transportation must follow all basic safety rules. This applies to all school-owned vehicles. [5515.02 – Student Conduct on School Buses](#)

Students must comply with the following basic safety rules:

Each student shall:

1. Be at your assigned stop at least 5 minutes before your pick-up time and wait in your designated place of safety until the bus arrives.
2. Go directly to your assigned seat and remain seated for the entire bus ride, keeping your body and belongings out of the aisle.
3. Keep your backpack closed and on your lap. Do not throw or pass items.
4. Speak quietly and do not use profane language or obscene gestures.
5. Do not eat or drink on the bus.
6. Do not bring alcohol, tobacco, drugs or drug paraphernalia, animals, live insects, glass objects, weapons, or instruments of violence onto the bus.
7. Be absolutely quiet at railroad tracks, or whenever your driver or aide asks you to be quiet.
8. Do not hang body parts or items out the window. Do not throw anything out the window. Do not spit out the window.
9. Keep your body to yourself. Do not horseplay or fight.
10. Electronic devices may be used on the bus if in compliance to the conditions listed:

*Electronic devices may be used by students while riding the school bus providing they do not compromise bus safety, become a distraction to others, or violate the bus/school student code of conduct. **Possession and use of an electronic device is a privilege***

that may be forfeited by any student who violates bus or school rules relative to the unauthorized use of electronic devices. *Devices confiscated for inappropriate use will be forwarded to the Principal or Dean of Students of the appropriate building.*

The use of electronic devices while on the bus must not:

1. Cause a distracting behavior that creates an unsafe environment;
2. Create a disruption or otherwise interfere with the bus environment;
3. Endanger the health or safety of the student or anyone else;
4. Infringe on the rights of others;
5. Involve illegal or prohibited conduct of any kind;
6. Be used to capture, record, or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, bus driver, or other person on the bus or while attending a school related activity without express prior notice and explicit permission for the capture, recording, or transmission of such words or images. Using an electronic device to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted unless authorized by the building principal;
7. Be used in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated;
8. Be used in any way to capture, transmit, and/or receive test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.

Students bringing an electronic device onto the school bus must understand they do so at their own financial risk. In the event the electronic device is lost, damaged, or stolen the Licking Heights Local School Board will not assume any financial responsibility.

CONSEQUENCES

First offense: Driver will give student a verbal warning and call student's parents. Driver may also move student's assigned seat or talk with the school principal.

Second offense and beyond: Driver will call the student's parents and file a report which will be forwarded to the school principal. Driver may take other actions such as moving the student's assigned seat. Principal may conference with the student, call the parents, and/or request a conference with the parents. The principal will assign disciplinary action in accordance with the severity of the offense. Discipline may include a bus suspension, a school suspension, or expulsion.

Each child who is transported to or from a destination other than home is required to have a [Licking Heights Bus Enrollment form](#) filed with the school. We will then forward a copy of this to the transportation department. This is used for any long-term alternate destination. Parents are required to send prior written notice to the building principal or his/her/designee when there will be a short-term change in regularly scheduled bus transportation. A student without a note will be sent home on his/her regular bus.

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

Videorecordings on School Buses

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

If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the Transportation Supervisor and may be used as evidence of misbehavior. [5610.04 – Suspension of Bus Riding/Transportation Privileges](#)

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

Driving and Parking around Licking Heights Elementary Schools

Visitor parking is located in the lots in front of the buildings. If you plan to pick up your child, please park in the lot in front of the building. **Cars MUST NOT be left unattended parked beside the entrance / building due to fire code regulations. This could result in excessive fines.**

Walkers to Licking Heights Elementary Schools

We require that any student walking between our elementary schools and their home (or any other after-school designation) be under the supervision of their parent(s) or another designated adult. That adult should meet their student in a specified area, under the supervision of the Principal or his/her designee.