Middle School Student Handbook

Grades 7 - 8

2026 - 2027

Go Higher.

Elevating Every Learner to New Heights

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Student/Parent Handbook
Licking Heights Middle School

Welcome to Licking Heights Middle School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive 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.

*Handbook adopted by the Board of Education at the June 2026 Regular BOE meeting

Dr. Kevin Miller, Superintendent of Schools
_____, Principal 740-927-9046
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Licking Heights LSD Board Policies

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 printed in June 2026. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the Board's website: https://www.lhschools.org and find the specific policy or administrative guidelines in the Table of Contents for that section.

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 June 2026. If any of the policies or administrative guidelines referenced herein are revised after June 2026, 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 https://www.lhschools.org/board.aspx

MISSION

"Elevating Every Learner to New Heights"

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.(See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity)

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Dr. Jocelyn Cosgrave, Director of HR 740-927-6926 ext 10500 jocelyn.cosgrave@lhschools.org

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

Complaints will be investigated in accordance with the procedures described in Board Policy 2260. 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.

8210-SCHOOL DAY

ARRIVAL

In order to ensure adequate supervision for your child, students are not permitted to be in the building before 6:50 a.m.

DISMISSAL

All students will be put on their regular bus at the end of each school day. If your child is a permanent pick-up, please let them know and they can go to the pick up entrance every day for pick up.

Opening Bell 7:00 a.m. Tardy Bell 7:15 a.m.

Middle (7-8) Bell Schedule

Period	Start	End
1	7:15 a.m.	8:10 a.m.
2	8:13 a.m.	9:06 a.m.
3	9:09 a.m.	10:02 a.m.
4	10:05 a.m.	11:05a.m.
5	11:08a.m.	12:08p.m.
6	12:11p.m.	1:04 p.m.

7	1:07 p.m.	2:10 p.m.

PICK-UP AND DROP-OFF
You must stay in your vehicle and get in line to pick up/drop off your student. Pick up and drop off at the Middle School will begin by entering the campus off of Mink road then following the traffic pattern to the front loop in the visitor parking lot. Please make sure that you follow the directives of the staff members who are conducting the pick-up and drop-off lines in the effort to keep students and parents safe.

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.

When a parent, guardian, or other person having care of a student has failed to initiate communication notifying the school or building administration of the student's excused or unexcused absence, in writing, within 120 minutes after the beginning of the school day, the automated phone system for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law.

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. appointment with a health care provider
C. illness in the family necessitating the presence of the child
D. quarantine of the home
E. death in the family
F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
G. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty
H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
I. such good cause as may be acceptable to the Superintendent
J. medically necessary leave for a pregnant student in accordance with Policy 5751
K. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
L. college visitation (this option is only available to H.S. students and does not pertain to siblings). The District requires verification of the date and time of the visitation by the college, university, or technical college.
M. absences due to a student's placement in foster care or change in foster care placement or any court

proceedings related to their foster care status

N. absences due to a student being homeless
O. Religious Expression Instruction (must be during non-core classes, please refer to board policy as to the definition of core classes).

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a board approved, legitimate excuse shall be marked as having an unexcused absence and the student and his/her parent(s)/guardian(s) shall be subject to the truancy laws of the State after having thirty (30) or more consecutive unexcused absences in a row, forty two (42) or more unexcused absences in a month or seventy two (72) unexcused absences in a year. (Please refer also to the "Truancy" section below.)

SUSPENSION FROM SCHOOL

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 upon the return to school. Students are not permitted to be on school property while suspended.

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 PowerSchool portal.

TRUANCY

Unexcused absences from school are not acceptable. Students who have an unexcused absence will receive no credit for school work that is missed once the district has filed truancy charges. 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 one (1) month, or for seventy-two (72) or more hours in one (1) school year."

If a student is habitually truant they will be referred to the absence intervention team and agree to an attendance contract. If a student is habitually truant and the student's parent fails to correct the student's attendance, a complaint may be filed with the Judge of the Juvenile Court in compliance with State law and Board policy 5200 - Attendance.

CHRONIC ABSENCES

When a student is absent from school with or without a legitimate excuse, including medical or other professional excuses, for a total of 45 or more hours, parents/guardians will be provided written notice per House Bill 96 in Ohio Revised Code.

LATE ARRIVAL (TARDINESS) AND EARLY DISMISSALS – 5230

A student is considered tardy to school if he/she **arrives at the classroom after school has started at 7:15 a.m.** 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.** When arriving at the 1st period after school has started (7:15am), students must report to the office.

All students must sign out before leaving the building. **When picking up students, all adults will be required to show a picture ID. (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. Each child may be released only to a parent, guardian, or properly identified person authorized to act on their behalf. This authorization must be in writing or email each applicable day.

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Tardy to School Guidelines: *This resets at the beginning of each 9 weeks

4-6 Tardies to school: Warning
7-8 Tardies to school: After-School Detention (ASD) w/ restorative intervention
9-10 Tardies to school: ASD
11-12: 1 day ISS w/ restorative intervention
13 or more: in-person parent meeting w/ plan

Any student who is late to class without an authorized excuse shall be subject to disciplinary action.
Each student is expected to be in his/her assigned location throughout the school day.
Tardy to Class Guidelines: *This resets at the beginning of each week.

3-4 Tardies to Class: Lunch detention
5 Tardies to class: ASD
6 Tardies to class: ½ day ISS
7 Tardies to class: 1 day ISS
8 or more: admin/parent meeting w/ plan

*If this is a continual occurrence progressive discipline may occur.

Any student who participates in an extra-curricular or co-curricular activity (sports, band, clubs) arriving late to school or class will be subject to disciplinary action.

School Administration and Athletics have the discretion to determine if a student can participate in extracurricular activities that day if a student arrives after a certain time.

VACATIONS DURING THE SCHOOL YEAR

It is recommended that parent(s)/guardian(s) 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. Students may receive up to five (5) EXCUSED vacation days per school year. If a student is considered truant, then any vacation days requested will be unexcused. 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. Absences will not be considered excused if a child has reached truancy with a total of 72 hours unexcused for the school year. **This day may interfere with state testing.**

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are absent from school 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 days of absence. All makeup work must be completed by the end of the grading period in which it was assigned.

For all other absence related inquiries, please refer to Board Policy 5200-Attendance.

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STUDENT RIGHTS AND 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.

NOTICE OF DIRECTORY INFORMATION AND INFORMATION REQUESTS

FERPA requires that 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 parent(s)/guardian(s) have 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 1, annually. You may notify the District by initiating your desire for the District not to disclose directory information for your child in PowerSchool 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 Director of Human Services at jocelyn.cosgrave@lhschools.org.

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

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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.

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

SECTION I - GENERAL INFORMATION

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance department. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of their 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 they are under the age of eighteen (18). 5130 – Withdrawal from School, 5131 – Student Transfers

Parents or guardians are required to inform the school of their intention to transfer their child to another institution and complete a Withdrawal Form. Upon receiving a request from the new school, we will transfer the student's records, including any disciplinary records such as suspensions or expulsions. Please note that only the parent or guardian with legal residential or school placement rights may initiate the withdrawal process. It is our responsibility to ensure that all students remain enrolled. Therefore, we will continue to monitor attendance until we receive official notification from the new school or school district confirming the student's enrollment, at which point the withdrawal from Licking Heights will be processed.

IMMUNIZATIONS

Students must be current with all immunizations required by law. This includes, but is not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps. If students are exempt, an authorized form must be filled out entirely to be compliant with the state immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. According to the Ohio Revised Code (3313.67), the parent or legal guardian is required to submit written documentation that their child has had all required immunizations to remain in school. 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. There is a 14 day grace period to provide the school documentation. Any questions about immunizations or exemptions should be directed to the district nurse. For more information see Board policy 5320 - Immunization.

Annual Update Health Information (EMA) -This must be completed before a student receives their schedule prior to the beginning of the start of school.
A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

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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 in the original container to the health aide with the correct paperwork signed by a physician.

NON PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS
No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior physician authorization. Any student who is found using or distributing 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, 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.

The School Board has an obligation to protect staff and students from non casual-contact communicable diseases. See Board policy 8453 – Control of Non casual-Contact Communicable Diseases.

Non-casual-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.

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

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.
As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

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

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 Lisa Ryckbost at Licking Heights Local School District Offices 740-927-6926 to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS
Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at Pupil Services 740-927-6926.

CHILDREN AND YOUTH IN FOSTER CARE
Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information, see Board Policy 5111.03 - Children and Youth in Foster Care.

STUDENT INFORMATION AND PRIVACY
The School District 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
In accordance with State law, Licking Heights Middle School charges specific fees for activities and materials used in the course of instruction:

7th - $20.00
8th - $20.00

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. 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.

Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grades and credits. For additional information see Board policy 6152 – Student Fees, Fines and Charges and 6152.01 – Waiver of School Fees for Instructional Materials

Contact the school office if alternate fee payments need to be made.

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Chromebook Protection Plan - covers repairs and damages. You must opt-in to this when completing your annual required forms.
7th and 8th grade - $40.00

If the $40.00 plan is not purchased, students will be responsible for repairs and damages which could cost up to $400.00.

All students are financially responsible for lost chargers and/or chromebooks. 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%

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

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 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
Students qualified for Free/Reduced-Price meals - FREE
Snacks/Extras are available at additional costs - $0.50 - $2.00
***Prices are subject to change**

Licking Heights Food Service Department utilizes the Mosaic 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.

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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.schoollunchapp.com/.

FIRE, TORNADO, AND SAFETY DRILLS

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

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

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing or delay by the following: 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 in PowerSchool. 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 on an abbreviated schedule, including the regular dismissal time. Students will not be permitted in the building until 8:50 a.m. 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. 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.

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

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 a visitors pass, or signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, the person 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.

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 or designee permits, in his/her discretion, to be 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

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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 main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school's semesters.

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. Parents are not to call or facetime students during school hours.

USE OF PERSONAL COMMUNICATION DEVICES

NO CELL PHONES OR PERSONAL DEVICES
Students are not permitted to use cell phones, personal devices, smart glasses, or smart watches during class time. **Phones should be turned off and kept in backpacks or lockers.** Phones are not to be on the student's desk, table, lap or pocket. If the student is leaving class to go to the restroom, their personal device must stay in the room.

NO HEADPHONES/EARPHONES/AIRPODS
The use of headphones, earphones, AirPods, or bluetooth speakers during class is NOT allowed. This includes listening to music, podcasts, or any other audio content. Headphones, earphones, or AirPods may NOT be in the ear, on the head, or around the neck. All devices must be stored in the student's backpack. STUDENTS CANNOT WEAR HEADPHONES IN THE HALLWAY.

PROGRESSIVE DISCIPLINE
Staff members will take student phones if the students have their phone out without explicit instructions from the teacher.

A. **The First offense:** Students can pick up their phone in the office at the end of the day.
B. **The second & third offense**: A parent will have to pick up the phone at the Middle School office.
C. **The Fourth offense or greater**: The student will have to turn in their phone to the main office at the beginning of the day and pick it up at the end of the day. (Cell Phone Suspension)

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

Definition of personal device: A personal device is any electronic device owned or used by an individual for personal or private purposes. These devices are typically portable and designed for individual use. Examples include, but are not limited to: Smartphones, Laptops & Tablets, Smartwatches, E-Readers, Personal Desktop Computers, Smart Glasses

ADVERTISING OUTSIDE ACTIVITIES

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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. 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

COURSE OFFERINGS

Parents, the course offerings for the 2026/2027 school year can be accessed by clicking on the link provided. Please review the available courses to help guide your student in making informed choices for their academic journey. 2026-2027 Program of Study

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 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

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

The School applies the following grading system:

GRADE COMPONENTS

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

1. Formative assessments – 60%
2. Summative assessments – 40%

GRADING SCALE

Students will receive a letter grade for each course taken during the four nine-week periods. Semester grades are determined by an average of the quarter and exam grades. Final grades are determined by an average of the quarter and exam grades. Grade point averages are figured on the four-point scale. For more information see Board Policy 5421 – Grading.

GRADE 100 PT SCALE 4 POINT SCALE

A	93-100	4.0

A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0

B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	0-59	0.0

GRADE POINT AVERAGE
Grade point average (G.P.A.) is calculated based on the point value assigned to each course grade and divided by the total number of classes.

GRADE REPORTS
Reports are available four times each year. As a general rule, they are accessible on Friday, one week after the nine-week grading period ends through the PowerSchool Parent Portal.Please note report cards cannot be viewed via the PowerSchool app. Parents have access to student's grades throughout the quarters via the Parent Portal.

HOMEWORK
Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

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.

PROMOTION, ACCELERATION, AND RETENTION
For more information see Board policy 5410 – Promotion, Academic Acceleration, Placement, and Retention.

COLLEGE CREDIT PLUS PROGRAM
Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the participating college or university. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact their child's guidance counselor during the scheduling window, as letters of intent are due to the office by March 30th.

Students who fail a College Credit Plus class or withdraw after the college or university's financial penalty deadline will be responsible for paying any fees associated with and materials purchased for the course.

CAREER ADVISING PLATFORM
Career advising is an integrated process that helps students understand how their personal interests, strengths,

and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options through SchoolLinks. (See Board Policy 2413 – Career Advising)

RECOGNITION OF STUDENT ACHIEVEMENT

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

Honor Roll(s)

- 8th Grade A-B Honor Roll
- 8th Grade A Honor Roll
- 7th Grade A-B Honor Roll
- 7th Grade A Honor Roll
- Perfect Attendance
- National Junior Honor Society Membership
- Student Council Membership
- Content area specific awards

ATHLETIC AWARDS

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. Student athletes interested in such awards should consult with the appropriate coach.

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.

STUDENT ASSESSMENT

Unless exempted, students will participate in state-mandated tests as required by the state. The test will be administered once a year in the spring.

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

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

By June 30th of each year, parents will be provided with the score of any State-mandated assessment. Results will be sent via mail or email or, alternatively, will be posted to a secure portal that families can access on the District's or school's website.

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SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

The Board authorizes the following student groups that are sponsored by a staff member. A complete list will be sent at the beginning of the school year.

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

- Boys won't be Boys
- G.R.I.T.
- Rox

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

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

No non district-sponsored organization may use the name of the school or school mascot on any materials or information without prior written approval of the Superintendent.

ATHLETICS

Licking Heights Middle School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05 – Prohibition from Extra-Curricular Activities.

The following is a list of activities currently being offered. For further information, contact Rita Pendexter, the Athletic Director, at. 740-927-9046 Ext. 20315

- 7th and 8th grade Baseball
- 7th and 8th grade Basketball
- 7th and 8th grade Cheerleading
- 7th and 8th grade Cross Country

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- 7th and 8th grade Football
- 7th and 8th grade Softball
- 7th and 8th grade Volleyball
- 7th and 8th grade Wrestling

ACADEMIC ELIGIBILITY

Licking Heights School District provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). For Middle Schoolers to be eligible to participate in any district-sponsored extra-curricular activity, including athletics, a student must have maintained at least a 2.0 grade-point average and passed four (4) classes or the equivalent during the grading period prior to participating. Please note that your 4th quarter grades determine your eligibility for Fall sports for both students going into 8th grade and high school.

While participating in a Middle school extracurricular activity, a student may be granted a one-time academic waiver to retain their academic eligibility for one grading period in Middle school if their grade-point average falls between a 1.5 and 1.99 but they continue to pass the requisite four (4) classes.

If a student's failure to meet the academic eligibility requirements is due to an "incomplete" grade given in one or more courses which the student was taking during the grading period in question, the student may have his/her eligibility restored once the "incomplete" has been changed to a passing letter grade provided:

1. The failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and

2. The "incomplete" was given in accordance with Board of Education grading policies and procedures and is applicable to all students in the school; and

3. The previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade; and

4. There is no evidence that the "incomplete" was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.

Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board policy 5610.05 – Prohibition from Extra-Curricular Activities. For more information see Board policy 2431 – Interscholastic Athletics or contact the athletic director.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after-school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event. **Students attending evening events as nonparticipants must be accompanied by a parent or adult chaperone.** The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

SECTION IV - STUDENT CONDUCT

CODE OF CONDUCT

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

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

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.

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 at the Middle School:

1. **Be unduly revealing** – spaghetti strap shirts, muscle shirts, and garments that expose any of the following; midriffs, buttocks, or underwear, are not acceptable (ex. shorts/skirts must be mid thigh); see-through material or mesh leggings must stop mid-thigh.
2. Be excessively soiled.
3. Display pictures or slogans associated with alcoholic beverages, tobacco, or drugs, promotes negative behavior or activity.
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.
7. No pajamas or house slippers.
8. Sunglasses, gloves, or hats, including hoods, are not to be worn in the building, except on designated hat or spirit days.
9. Clothing with extreme rips, tears, holes, etc. is not permitted; no above mid thigh.
10. Sagging pants, which must be constantly pulled up or would show undergarments.
11. Picks, stocking caps, do rags, bonnets and shower caps are not to be worn.
12. Blankets are not to be worn.
13. Shoes with wheels must have the wheels removed to be worn at school.
14. Students cannot carry stuffed animals or toys.
15. No headbands that include ears, spinners, or items that protrude from a student's head.
16. No student may wear a tail attached to their person or clothing.

Consequences for infractions will be a parent/guardian called to rectify the situation with progressive discipline for continued infractions.

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, and other such groups.

Backpacks

Students must keep their backpacks in their assigned locker unless they are clear or mesh.

Gangs

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

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

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

Care of Property

Students are responsible for the care of their own personal property. Students are encouraged not to 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 cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

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 their 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.

BULLYING, HARASSMENT, AND INTIMIDATION

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR-5517.01

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 a 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 students, 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 whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform 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

TITLE IX SEXUAL HARASSMENT

Sexual assault, for purposes of Policy 2266, refers to any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent (e.g., due to the person's age, intellectual or other disability, or use of drugs or alcohol). Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape. All such acts of sexual assault are forms of Sexual Harassment and, in turn, sex discrimination prohibited by Title IX and Policy 2266.

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

STUDENT EXPECTATIONS

A. Be **RESPONSIBLE**
B. Be **RESPECTFUL**
C. 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 gym/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 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.**

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Classroom Expectations
To promote a positive and productive learning environment, students are expected to adhere to the following expectations:

A. Be **Respectful**
1. Listen attentively and follow directions from teachers and staff.
2. Use kind and appropriate language with peers and adults.
3. Respect the opinions, space, and belongings of others.

B. Be **Responsible**
1. Arrive on time and be prepared with necessary materials, including Chromebooks and school supplies.
2. Complete assignments on time and put forth best effort in all tasks.
3. Take care of school property and technology, ensuring Chromebooks are charged and ready for use

C. **Be Safe**

1. Follow all classroom procedures and school safety guidelines. Use materials and technology appropriately.
2. Carry a clear or mesh backpack for Chromebooks and other educational items. Backpacks should not be left in aisles and must be stowed under desks during class time.
3. Keep hands, feet, and objects to yourself.

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 a clear or mesh backpack only!

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. Students are allowed to go to their lockers in the morning, before lunch and at the end of school day. If students need to go during class time, then they will use one of their 3 hall passes.

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. All backpacks and phones are to remain in the locker throughout the school day and may not be carried from class to class.

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.

Media Center/ Maker Space Expectations

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

1. Media Center admission will be granted when a classroom teacher has issued an authorized request for a specific academic assignment.
2. Students must have a signed agenda book or be listed on the student hall pass to be admitted.
3. Casual socializing will not be permitted in the Media Center.
4. Enter the Media Center in a controlled, quiet manner.
5. Maintain a calm, quiet atmosphere in the Media Center.
6. Observe all Media Center rules and regulations.
7. Use the Media Center resources responsibly.
8. Follow the requests of the Media Center staff.
9. No food or beverages permitted in the Media Center.
10. There is to be no interaction of devices/equipment without consent or supervision of Logan Hamilton

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STUDENT DISCIPLINE CODE

The student discipline code is in effect while students are under the authority of school personnel and/or during all school-related activities and events, even when activities occur off school grounds. The code of conduct applies to school buses, extracurricular events and some alternative education programs.The infractions listed 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.

Disciplinary action will be issued at the discretion of the school administrator. Any suspected criminal acts committed at or related to the school will be reported to law enforcement officials (in addition to potential school discipline). Certain criminal acts may result in permanent exclusion from school.

Academic Integrity & Honesty

Academic Misconduct:
A student shall not plagiarize (i.e. use another's thoughts, words or ideas as one's own),including the submission of AI generated text. A student will not provide work for another student's use or use unauthorized materials or devices. Academic misconduct may result in NO credit for an assignment as well as another consequence. 5500 - Student Conduct. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

Falsification:
A student shall not falsify signatures or data, refuse to give proper identification, or provide false information to a staff member. This includes, but is not limited to, forgery of hall, class, or bus passes, attendance excuses, or the use of false identification, as well as falsely representing information concerning the action, whereabouts, or the identity of another person.

Conduct, Attendance & Compliance

Bus Misconduct
A student shall not violate bus safety rules, or code of conduct while riding to and from school on Board-provided transportation must follow all bass safety rules. This applies to all district-owned vehicles. Please refer to the student handbook for bus specific safety rules.

Disruption of Class
A student shall not display behavior that is deemed by the teacher or staff member in authority to be disruptive to the normal operation of the class. Such behaviors include violence, force, coercion, threat, excessive noise, passive or active resistance such as ignoring directives or arguing with a student/staff member, inducing panic, or other disorderly conduct that causes a disruption. 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 thisCode.

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Disruption of School
A student shall not participate in any action or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so. Such disruptions include,but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. 5500 - Student Conduct

Insubordination/Failure to Follow Directions
Insubordination is defined as defiance of authority or refusal to obey orders. Students are expected to comply with the reasonable directions of staff. A student shall not engage in willful refusal or failure to follow or comply with an appropriate direction given by a staff member. This includes acting in defiance of staff members.

Out of Assigned Area/Unauthorized Presence
A student shall not be in unauthorized areas or leave assigned areas without permission; this includes but is not limited to: restrooms, hallways, teacher areas, parking lots, etc. Once students have arrived at school they are not permitted to leave school property, unless arrangements have been made by parents with school administration and are to be in their assigned class during their scheduled times. Loitering on or around school grounds and skipping class is prohibited.

Trespassing/Unauthorized Entry or Use of School Property
No student shall enter school property before, during, or after school hours without permission of an appropriate school official, this includes students letting others into the building without following appropriate check in or entry procedures. Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of

Harassment, Bullying & Interpersonal Conduct

Hazing/Extortion
A student shall not perform any act, or coerce another by threat or compensation, 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 or 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

Harassment/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,electronic 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

Profanity/Abusive Language/Hate Speech
A student shall not use derogatory, vulgar, profane, offensive, obscene, abusive, or threatening speech, verbal, or written, that expresses prejudice on the basis of race, sexual orientation, religion, or protected class that would be considered threatening, harmful, or likely to provoke a violence response, or other words which under the circumstances are offensive by reasonable standards of the school district community or which disrupt normal school activities. Abuse of language directed at staff members or students will be treated more severely.

Property, Theft & Vandalism

Theft or Receiving/Possessing Stolen Property
A student shall not take, receive, or attempt to take into their possession property of the school district or property of another student, teacher visitor, or employee of the school district. 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

Vandalism/Property Damage
A student shall not knowingly, or with reckless disregard, cause or attempt to cause damage to, deface, destroy or otherwise damage property that belongs to the school, board, other students, employees or others. This includes tampering with, moving, or deploying any safety equipment such as fire safety equipment, automated electronic defibrillators or any other device that's intended use is for safety or during an emergency situation.

Violation of Classroom or School 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

Repeated Violations
A student shall not continue behavior that is a disruption to the normal operation of the school or violation of school or classroom rules. This behavior includes repeated instances of violence, threatening behavior, noise,refusal to accept consequences, horseplay, insubordination, or disrespectful behavior.

Aiding or Abetting

A student shall not assist, encourage, or facilitate another student in violating any class or school rules. Students are expected to help keep our schools safe. If a student is aware of any dangerous situation he or she must notify a staff member immediately. *SEE SOMETHING, SAY SOMETHING* See Board policy 3213 – Student Supervision and Welfare

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.

Safety, Weapons & Dangerous Items

Arson / Explosives / Fire Hazards
A student, by means of fire or explosion, shall not cause or create a risk of physical harm or damage to any school or private property. This includes bringing items to school such as lighters, matches, fireworks, pop-its, smoke-bombs, firecrackers, or other combustible items 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 SchoolProperty.

Dangerous Weapons:
A. Dangerous weapon other than a firearm, explosive, incendiary or poison gas.
A student shall not possess, sell, negotiate, broker, or distribute a weapon, device, instrument,material, or substance, which is used for or capable of causing death or serious bodily injury on school property, or school sponsored events. Dangerous weapons include, but are not limited to knives, swords, razors, needles, metal knuckles, martial arts devices or any other dangerous instruments which could be mistakenly identified to be or used as a dangerous weapon.

B. Firearms.
A student shall not use, design, produce, handle, transmit, transport, sell, negotiate, broker, conceal, distribute or possess any firearm on school property or school sponsored events. This includes but is not limited to, zip guns, starter guns, flare guns, "look alike" guns, BB guns, pellet guns, or other objects that could be mistaken as 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 theSuperintendent using the guideline(s) set forth in Board policy 5772 - Weapons

C. Other Weapons.
A student shall not use, possess, sell, negotiate, or distribute any weapon designed to cause pain, harm, or injury on school property or at school-sponsored events. These weapons include, but are not limited to oleoresin capsicum(OC) spray, pepper spray, mace, pocket chains, tasers or other electronic control weapons or devices, whips, sharp objects, or other objects fashioned for use as a weapon.

Substances & Tobacco

Drugs and Alcohol:
A student shall not buy, use, supply, possess, sell, conceal, transmit, or be under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood-altering drugs, counterfeit controlled substances, lookalikes, barbiturates, betel nut, steroids, over the counter stimulants or depressants, anabolic steroids, or be in the possession of any other drug or drug-related paraphernalia while on school grounds, before or after school hours,off the school grounds at a school activity, function or event, or on school buses or rented carriers. 5530 – Drug Prevention

Tobacco/Nicotine:
A student shall not possess, consume, distribute, 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, leased, or contracted for by the school 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 electronic "vapor", other substitute forms of cigarettes, clove cigarettes, lighters, matches, and other devices that produce flames are also prohibited. . 5512 – Use of Tobacco

Technology & Electronic Devices

Possession of Pornography:
A student shall not possess, access, or distribute pornographic or sexually explicit material on school property or through school technology systems. This includes but is not limited to school devices, wifi, or school accounts. 5136 - Personal Communication Devices

Misuse of Technology or Electronic Devices
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. An unauthorized device may include, but is not limited to: cell phones, pagers, computers/iPads, lighters, matches, noise makers,whistles, air horns, speakers, toys, or other items deemed inappropriate by the school personnel. Unauthorized devices will be confiscated from the student by school personnel and disciplinary action may be taken. Administration reserves the right to hold any authorized device, and release the item to the student's parent/guardian. The use of any device to record a fight constitutes a technology violation and may result in confiscation or discipline. A student shall not use a personal electronic device during instructional time. The school will not investigate lost or stolen unauthorized devices or electronic devices. This code also includes any violation of the District Acceptable Use Policy.

Violence & Physical Conduct

Horseplay / Physical Misconduct
A student shall not engage in inappropriate physical behavior that results in unsafe or unwanted contact. This includes but is not limited to physical contact with other students such as: pushing, hitting,

touching, tapping, poking, kicking, slapping, physical contact that is justified as "playing", or other actions that may inadvertently cause harm.

Fighting
A student shall not engage in adversarial physical contact (differentiated from horseplay/physical misconduct) with another student, advertise, instigate, promote, or participate in a fight. Examples include but are not limited to encouraging others to fight, providing information on when, and where a fight is going to take place, leaving an assigned area to watch a fight, recording or taking pictures of a fight. The use of any device to record a fight constitutes a technology violation and may result in additional discipline. 5517.01 - Bullying andOther Forms of Aggressive Behavior. 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 andWelfare.

Assault/Physical Harm
A student shall not act with intent to cause serious physical harm, or threaten to cause physical harm to any person (student/staff member/ any person associated with the district or board); Physical assault of a staff member, student, or other person associated with theBoard, 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 ofAggressive Behavior

Threatening Behavior
A student shall not engage in any behavior, make verbal, nonverbal, electronic, or other forms of communication or gestures that would be considered by reasonable standards of the school community, including staff or students, to be threatening, harmful, or likely to provoke a violent response. Profanity directed toward a staff member in a threatening tone may be considered verbal assault.
5517-Anti-Harassment, 5517.01- Bullying and Other forms of AggressiveBehavior

Sexual Conduct/Misconduct/Harassment
A. Sexual Conduct
A student shall not engage in public displays of affection; this includes touching, petting, or any other contact that may be considered sexual in nature; sexual activity of any nature is prohibited will result in disciplinary action.

B. Misconduct or Harassment
Sexual harassment and misconduct includes all unwelcome sexual advances, request for sexual favors, and verbal or physical contact of a sexualnature that is sufficiently severe, pervasive, and persistent that it creates an intimidating, hostile or offensive educational environment. Such conduct includes, but is not limited to, touching, pinching, grabbing, suggestive comments or jokes

LAW ENFORCEMENT NOTIFICATION GUIDELINES

Licking Heights Local Schools Partners with Pataskala Police Department, Franklin County Sheriff, and Columbus Police Department in multiple ways in order to promote positive relationships between students, the community and peace officers.

It may be necessary for school administrators to contact law enforcement in several incidences: (1) at the direction of the School Safety Officer or other District central office administrator, (2) to seek assistance with an emergency situation, or (3) to notify law enforcement of a criminal act.

Emergencies
School administrators have the responsibility to call 9-1-1 in situations they determine to be emergencies. In an emergency situation, administrators must make reasonable efforts to notify parents/guardians immediately after contacting the agency.

Criminal Acts
When a student engages in illegal activity, it may be necessary for school staff to report the act to law enforcement. In this situation, school officials contact law enforcement to report violations of the law. In a non-emergency situation, administrators must make reasonable efforts to contact parents/guardians prior to contacting law enforcement.

Sexual Misconduct
If school administrators are made aware of a criminal act of sexual misconduct that is in progress, they must contact law enforcement. When made aware of an allegation of sexual misconduct, including but not limited, sexual harassment, sexual bullying, sexual assault, dating violence, or discrimination related to sex, sexual orientation, gender, or gender expression, contact the Title IX Office to assist in assessing whether police notification is needed. Ohio mandatory reporter obligations are separate from reporting to law enforcement and must always be followed; please consult the Policy on Child Abuse and Neglect if needed.

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 vehicle 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 may happen without written notice, although staff should make an effort to notify guardians via Kickboard, Talking Points, email, phone call, or other preferred methods of communication. Informal discipline includes but not limited to:

- Restorative practices/writing assignments;
- change of seating or location;
- Before school, lunch-time, after-school detention;
- student and/or parent conference
- Loss of activity or privilege
- In-School Suspension

Before/After-School: A student may be detained before/after school by a teacher, after giving the student and the student's parents one (1) day's notice unless agreed upon by the parent. The student or their parents are

responsible for transportation.

Lunch Detention: A student may serve a lunch detention during their scheduled lunch and/or IE period in a designated space.

The following rules apply to Before/Lunch/After School Detention & In-School Suspension.

A. Students are required to report on time and have class assignments with them.

B. Students are not to communicate with each other unless given permission to do so.

C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

D. Students shall not be allowed to put their heads down or sleep.

E. No electronic communication devices, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room. With the exception of a school issued Chromebook for academic purposes only.

F. No food or beverages shall be consumed with the exception of lunch detention.

Failure to follow above guidelines may result in progressive disciplinary action.

Formal Discipline
Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days, or for any period of time if the expulsion will extend into the following semester or school year, will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent, at the Superintendent's discretion, may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

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

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

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.

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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.

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.

Students 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, non sponsored, 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 V - TRANSPORTATION

Bus Transportation
The School provides transportation for all students who live within the school district boundaries. The transportation schedule and routes are available on the transportation e-link. 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 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 provided 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 Board of Education will not assume any financial responsibility.

Penalties for Infractions

First offense: Driver will give the student a verbal warning and call the student's parents.
Driver may also move the student's assigned seat or talk with the school principal. A serious offense can be escalated to an immediate suspension from the bus.

Second offense and beyond: Driver will call the student's parents and file a report which will be forwarded to the school principal. Drivers 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. A constantly repeated offense can be escalated to an immediate suspension from the bus.

Each child who is transported to or from a destination other than home is required to have a Transportation

Change Request 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.

Video Recordings 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

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

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