Licking Heights
LOCAL SCHOOLS

# Summit Station Intermediate
# Student Handbook

LICKING HEIGHTS LOCAL SCHOOL BOARD

**2026 - 2027**

Summit Intermediate School
6565 Summit Road
Pataskala OH 43062
www.lhschools.org
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**Student/Parent Handbook**
**Summit Station Intermediate**

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

* Handbook adopted by the Board of Education at May 2024 Regular BOE meeting

The following links can be used to access the school calendar and board policies:

**2026 - 2027 Calendar**

**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 approved and printed in May 2024**.** 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: www.lhschools.org and find the specific policy or administrative guideline 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 May 2024. If any of the policies or administrative guidelines referenced herein are revised after May 2024, the language in the most current policy or administrative guideline prevails. Copies of current Board policies are available on the Board's web site at http://www.lhschools.org/board.aspx.

## MISSION OF THE SCHOOLS

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

## EQUAL EDUCATION OPPORTUNITY

This Board provides an equal educational opportunity for all students**.**

Any person who believes that s/he has been discriminated against on the basis of his/her race, color,

disability, religion, gender, sexual orientation, or national origin
while at school or a school activity should immediately contact the School Board's Compliance Officer(s):

Jocelyn Cosgrave, Director of Human Resources and Student Discipline 740-927-6926 ext. 10500
jocelyn.cosgrave@lhschools.org

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

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

## SCHOOL DAY

School opens at 7 am.
Students are tardy after 7:15 am

**Summit Station Intermediate (5-6) Bell Schedule**

| Period | Start | End |
|---|---|---|
| 1 | 7:15 a.m. | 7:55 a.m. |
| 2 | 7:55 a.m. | 8:35 a.m. |
| 3 | 8:35 a.m. | 9:15 a.m. |
| 4 | 9:15 a.m. | 9:55 a.m. |
| 5 | 9:55 a.m. | 10:35 a.m. |
| 6 | 10:35 a.m. | 11:15 a.m. |
| 7 | 11:15 a.m. | 11:55 a.m. |
| 8 | 11:55 a.m. | 12:35 p.m. |
| 9 | 12:35 p.m. | 1:15 p.m. |
| 10 | 1:15 p.m. | 1:55 p.m. |

**Arrival**

In order to ensure adequate supervision for your child, **students are not permitted to be in the building or on school grounds before 7:00 a.m. at Summit Station Intermediate.**

**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. Any other arrangements (sporadic parent pickup) must be received by the office no later than 1:00 p.m. **NO BUS changes are permitted.**

**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 Summit Station Intermediate is on the south side of Summit Station Intermediate between Summit Station Intermediate and Broad Peak Elementary. If you arrive after 7:15 you must bring your student into the office to sign them in.

## SCHOOL ATTENDANCE POLICY

**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 a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within **120 minutes** after the beginning of the school day, the attendance secretary or designee 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)

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. observation or celebration of a bona fide religious holiday
G. out of state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
H. such good cause as may be acceptable to the Superintendent

**Absence for Religious Purpose**
Per the Ohio Revised Code, up to three days or equivalent hours will be excused without counting towards overall attendance under House Bill 410 for the purpose of religious expression. Parents/guardians are still required to notify the school in advance or within three days prior to the

absence for religious purposes. If all three days or equivalent hours have been utilized, absences will default to the district's excused absence process unless a student has reached excessive absenteeism at 65 hours, in which case all absences are unexcused.

**Unexcused Absences**
Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered unexcused and the hours the student was absent will count towards the total unexcused hours for the school year when it comes to truancy under House Bill 410.

**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 up upon the return to school. Students have the number of days suspended to make up work.

**Notification of Absence**
If a student will be absent, the parents must notify the school via email or note by 8:15 a.m. for Summit Station Intermediate School and provide an explanation. If the school is not notified via email the morning of the absence, a written excuse from the parent or guardian is required within three (3) days upon returning to school stating the reason for the absence. **This written excuse must include: the student's name, the reason for the absence, the date(s) of the absent period, and a signature of the student's parent or guardian.** When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. **A student will no longer be able to makeup school work for unexcused days once truancy has been filed against the student.** If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance. A skipped class or part of the school day will be identified as an unexcused absence and the student will also be subject to disciplinary action. Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

**Emergencies**
Please make sure that our office has updated home and work phone numbers, and numbers of alternative persons to contact. You may update your contact information on the PowerSchool portal. Cell phone numbers are a big help!

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

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.

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

appropriate intervention actions may be taken.

**Late Arrival (Tardiness) and Early Dismissals – 5230**
A student is considered tardy if he/she arrives after school has started at 7:15 a.m. at Summit Station Intermediate. Each minute your child is absent from school counts towards their total absences for the year. Each student is expected to be in his/her assigned location throughout the school day. **When arriving after school has started, students must report to the office before going to class.**

Each child may be released only to a parent, guardian, or properly identified person authorized to act on their behalf. This authorization must be in writing or email each applicable day. 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.

**Vacations During the School Year**
It is recommended that parents/guardians 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. 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. Vacation absences count towards your 10 excused absences. Absences will not be considered excused if a child has reached excessive absenteeism with a total of 65 hours absent for the school year.

**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 excessive absenteeism with a total of 65 hours absent 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 with an excuse shall be given the opportunity to make up missed work. The student should contact his/her teacher as soon as possible to obtain assignments. Students will be allowed to make-up all work up until truancy has been filed with the courts, at which time, no work will be allowed to be made up.

## STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. For more info. see Board policy 5500 – Student Conduct.

## NOTICE OF DIRECTORY INFORMATION AND INFORMATION REQUESTS

FERPA requires that the Licking Heights Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Licking Heights Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Licking Heights Schools to include this type of information from your child's education records in certain school publications.

Examples include:

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

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

If you do not want Licking Heights Schools to disclose directory information from your child's education records without your prior written consent, you must notify the Superintendent's Office, 6539 Summit Road, Pataskala, Ohio 43062 in writing by September 1st annually. You may notify the District by initiating your desire for the District not to disclose directory information for your child in 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 and Student Discipline at khenderson@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 policy 3213 – Student Supervision and Welfare

## INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the health clinic. An appropriate adult in the 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 office within the first five (5) days of the school year. 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. 5120 – School Attendance Areas

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

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

**Immunizations**
Students must be current with all immunizations required by law. 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**
A complete Emergency Medical Authorization Form must be updated annually and on file with the school through PowerSchool, 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. Go to https://lhsd.powerschool.com/public/pw.html to update student Annual Update Health

Information (EMA) form. All sections of the EMA must be filled out. For more information see Board policy 5341 – Emergency Medical Authorization.

**Use of Medications**
Students who must take prescribed medication during the school day, must comply with policy 5330 – Use of Medications. All medications must be taken 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 Disease**
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 in accordance with recommendations from the Ohio Department of Health. See Board policies 8450 – Control of Casual-Contact Communicable Diseases, 8451 – Pediculosis and 8454 – Bed Bugs.

**Control of Non-Casual-Contact Communicable Diseases**
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.

**Control of Bloodborne Pathogens**
The School Board seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. For additional information see

Board policy 8453.01 – Control of Blood-Borne Pathogens and 8453.02 – Students Exposure to Blood-Borne Pathogens.

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504 and State law. Contact the Supervisor of Special Education at 740-927-3365 ext. 30236 to inquire about evaluation procedures, programs, and services. See also Board policy 2460 – Special Education.

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

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

**Protection and Privacy of Student Information**
The School Board maintains many student records including both directory information and confidential information. For more information pertaining to student records and FERPA requirements see Board policy 8330 – Student Records.

**Student Supplies, Fees and Fines**
Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, a list of student supplies and student fees are sent home during the first few weeks of school and can also be found on the Board website. Every effort is made to keep these costs to a minimum. Visit PaySchoolCentral to pay school fees.
5th - $20.00
6th - $20.00

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

**Student Fund-raising**
Students participating in school-sponsored groups and activities must comply with Board Policy 5830 – Student Fund-Raising. Violation of this policy may lead to disciplinary action.

**Student 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. These prices are for the 23-24 school year and are subject to change. Any changes will be communicated.

**School Breakfast – Free 8 ounce milk - $.50**
**School Lunch - Students in grades 5 & 6 - $2.50**
**Reduced Price Lunch - Free**
**Reduced Price Breakfast - Free**

***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. 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 safety laws and will conduct all safety drills in accordance with State law.

**Emergency Closings and Delays**
If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations: WCLT-100.3 FM WNCI-97.9 FM WCMH-TV - Channel 4 WNKO-101.7 FM WMVO-93.7 FM WSYX-TV - Channel 6 WCOL-92.3 FM WTVN-610 AM WBNS–TV - Channel 10 BREW-105.7 FM WMNI-920 AM WTTE – TV – Channel 28

Information concerning school closings or delays can also be found on the School's web page at www.lhschools.org and on district sponsored social media outlets. Parents will also be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file 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, including the regular dismissal time. Students will not be permitted in the building until 9:00 a.m. at the Middle School and 9:05 a.m. at Summit Station Intermediate. 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. This will be sent home the first week of school and should be updated as needed. These will be consulted and shared with your child as the need arises. Early dismissals will also be broadcast over the same radio and television stations. Parents should monitor these stations during extreme weather conditions. **TIME DOES NOT ALLOW US TO CALL EVERY PARENT.**

**Visitors**
Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in and a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the principal. For more information see Board policy 9150 – Visitors to the Schools.

**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 school property during non-school hours. Non-service animals are not permitted on District property during District - sponsored events (e.g., sporting events).

The Board does not assume responsibility for training, daily care, or healthcare or supervision of any animal on school property. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of an animal on District property or at District-sponsored events. 8390 - Animals on District Property

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

**Lost and Found**
The lost and found area is outside of the office at Summit Station Intermediate and in the grand staircase at the Middle School. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity intermittently throughout the school year.

**Use of Office Telephones**
Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

**Use of personal communication devices (cellphones, internet/cell capable watches etc.) Personal cell phones, smart watches, earbuds, airpods and headphones must remain in book bags/locker and not used on school property.** If a student is seen with any of the above mentioned items outside of the book bag, the teacher will remove the item. The first time the item is taken the student may pick it up at the end of the day. The second time and beyond a parent must arrange to pick it up in the office by the end of the day. A staff member or student will notify parents when a cell phone has been confiscated for parental retrieval.

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

## SECTION II - ACADEMICS

**Course Offerings - Visit the Program of Studies link on the website.**

**Course Change**
No student may drop a subject after the second week of the first grading period in each semester without permission from the principal.

Due to some circumstances, it may not be possible to change a course. It is suggested that parents arrange a conference with the teacher before a student is allowed to change a class.

**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.

**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

## Grade Components

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

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

## Grading Scale

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 except for weighted grades. For more information see Board Policy 5421 – Grading.

| GRADE | 100 PT SCALE | 4 POINT SCALE | 4.3 POINT SCALE |
|---|---|---|---|
| A | 93-100 | 4.0 | 4.3 |
| A- | 90-92 | 3.7 | 4.0 |
| B+ | 87-89 | 3.3 | 3.7 |
| B | 83-86 | 3.0 | 3.3 |
| B- | 80-82 | 2.7 | 3.0 |
| C+ | 77-79 | 2.3 | 2.7 |
| C | 73-76 | 2.0 | 2.4 |
| C- | 70-72 | 1.7 | 2.1 |
| D+ | 67-69 | 1.3 | 1.3 |
| D | 63-66 | 1.0 | 1.0 |
| D- | 60-62 | 0.7 | 0.7 |
| F | 0-59 | 0.0 | 0.0 |

## Grade Point Average

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

## Grade Cards

Grade cards are issued four times each year electronically. As a general rule, they are accessible on Friday, one week after the nine-week grading period ends. Student grade cards may be viewed by

signing into PowerSchool from a desktop. *Please note report cards cannot be viewed via the PowerSchool app.

**Incompletes**

A student who receives an incomplete grade (I) for a grading period will be given two weeks from the end of the grading period to complete the work, unless special permission is granted from the principal. If the work is not completed in that time the "I" changes to an "F".

**Homework**

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

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

Unfinished classwork will be sent home for completion.

If a student does not turn in an assignment showing no effort, the grade of 0 will be entered into the gradebook.

For more information see Board policy 2330 – Homework.

**Promotion, Acceleration and Retention**

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

A. Current level of achievement based on instructional objectives and mandated requirements for the current grade

B. Potential for success at the next level

C. Emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

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

**Educational Options**
Summit Station Intermediate provides alternative means by which a student can achieve the goals of the Board, as well as his/her personal educational goals. For more information see Board policy 2370 – Educational Options.

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

**Computer Technology and Networks**
The Board provides internet services to its students. The Board's internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the Board's computers, network and internet services/connection ("network") are governed by the following principles and guidelines, and the student code of conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the network. For more information see Board policy 7540 – Technology and subsequent policies.

## SECTION III - STUDENT ACTIVITIES

**School-Sponsored Clubs and Activities**
Summit Station Intermediate provides students the opportunity to broaden their learning through curricular-related activities. 2430 – District Sponsored Clubs and Activities

Extracurricular 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.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. To be eligible to participate in any district-sponsored extra-curricular activity, a student must have maintained at least a 2.0 grade-point average and passed four (4) classes during the grading period prior to participating.

While participating in a middle school extracurricular activity, a student may retain their academic eligibility for one grading period in middle school and if their grade-point average falls between a 1.5 and 1.99 but they continue to pass the requisite four (4) classes. If this one-time eligibility stipulation is not used during middle school it may not carry over to be used towards high school academic eligibility. Students electing to use their eligibility stipulation will be required to complete an academic plan, attend weekly study tables and maintain the required 2.0 GPA during the immediate following grading period.

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. Homeschooled students may participate in district-sponsored clubs and

activities and are held to the same eligibility requirement and the student code of conduct as those students enrolled in the district.

**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 found on the District website. 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.

Any non Board-sponsored organization is prohibited from using the name of the school or school mascot on any materials or information without prior written approval of the Superintendent.

**Athletics**
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). To be eligible to participate in any district-sponsored extracurricular activity, including athletics, a student must have maintained at least a 2.0 grade-point average and passed four (4) classes during the grading period prior to participating.

While participating in a middle school extracurricular activity, a student may 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 this one-time eligibility stipulation is not used during middle school it may not carry over to be used towards high school academic eligibility. Students electing to use their eligibility stipulation will be required to complete an academic plan, attend weekly study tables and maintain the required 2.0 GPA during the immediate following grading period.

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 District Athletic Director.

**Free Admissions**
Free admission to District events, including co-curricular and extracurricular events will be granted to individuals presenting valid league passes, valid senior citizen's passes (contact the athletic office for a code), or valid active-duty military or veteran identification. When presenting the pass, the person will be asked to sign a register of attendance. 9710 - Free Admissions

**Academic Eligibility**
See above or Board policies 2430 - District-Sponsored Clubs and Activities, 2431 – Interscholastic Athletics for academic eligibility rules.

**Student Employment**
It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, s/he must first contact his/her counselor to discuss any legal requirements and to obtain any required documents. For more information see Board policy 5895 – Student Employment.

**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. It is strongly advised that students attending evening events as nonparticipants 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. See also Board policy 5855 – Student Attendance at School Events.

When students are at school events, all school rules apply.

## SECTION IV - STUDENT CONDUCT

**Code of Conduct-5500**
A major component of the educational program at Licking Heights is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and administrative guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

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

**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.

Summit Stations Students are required to carry a clear or mesh bookbag.

**The administration will exercise judgment on appropriate dress at all times. Students who fail to conform to dress standards will not be permitted to attend classes until their dress is deemed appropriate. Classes missed may be charged as an unexcused absence.**
Students should consider the following questions when dressing for school:

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

The following styles or manners of dress are prohibited:

1. 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.
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, pajama pants or house slippers.

Other distractions to the educational process:

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 holes above the thigh. If holes are above the thigh, spandex shorts or leggings may be worn underneath.
10. Sagging pants (which must be constantly pulled up or would show undergarments) are not permitted.
11. Picks, stocking caps, do rags, 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. Slide sandals are not to be worn at Summit Station Intermediate due to potential injuries at recess.
15. Students cannot carry stuffed animals or toys.
16. No headbands that include ears, spinners, or items that protrude from a student's head.
17. No student may wear a tail attached to their person or clothing.
18. Crocs are not allowed in gym class.
19. Crocs may be worn in sport mode only.
20. Students are prohibited from spraying perfume or aerosol sprays in the building due to possible allergic reactions from others.
21. Students must carry clear or mesh bookbags.
22. Students are able to carry a non-squirting water bottle with clear liquid (water) only. No Stanley's or water bottles with straws are permitted.

Consequences for infractions will be a parent/guardian called to rectify the situation as well as kickboard point deduction.

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

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

**Care of Property**

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

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

## BULLYING, HARASSMENT, AND INTIMIDATION

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, psychological abuse and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school bus or vehicle, or where an employee is engaged in school business. This policy applies to activities occurring during school hours. Consistent with the code of conduct, this policy also applies to conduct occurring on property not owned or controlled by the Board, but is connected to activities or incidents that have occurred on property owned or controlled by the Board.

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

Harassment, intimidation, or bullying means:

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

B. Violence within a dating relationship.

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

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

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

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such 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 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.

**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.

**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 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.

**Title IX Sexual Harassment**
For more information see Board policy 2266 - NonDiscrimination on the Basis of Gender in Education Programs or Activities

**Zero Tolerance**
No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated. For more information see Board policy 5600 – Student Discipline.

## STUDENT EXPECTATIONS

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

Positive Behavior Intervention and Support (PBIS) is a process for creating school environments that are more predictable and effective for achieving academic and social goals. The majority of students follow the school's expectations, but are never acknowledged for their positive behavior. When some students do not respond to teaching of behavioral expectations and rules, PBIS schools view it as an opportunity for re-teaching, not just punishment. Our goal is to create a learning environment that is predictable, consistent, safe, and positive.

We will be using Unified Classroom Behavior Support (previously known as Kickboard), a behavior data tracking tool within PowerSchool, in our school this year to help build an environment of positivity, accountability, and responsible decision-making. This digital tool will be used by teachers and administrators to reinforce positive behavior choices in real time and to promote school-wide consistency in expectations. Students can earn or lose points for their behavior choices throughout the school day. When a student changes classes, the next teacher and administrators can see that student's behavior history from the day so far.

Home access codes and instructions for how to create your very own Family Portal account will be sent home, which will provide you with real time updates on your students' behavior records. You will be able to log on to the Family Portal on your computer or mobile device. Students will also be able to create Family Portal accounts for themselves.

When students display positive behaviors and earn positive points they will also earn rewards.

- Buzz Bucks Rewarded for each positive. Students will spend buzz bucks in the school store.
- Monthly Rewards- Extra recess, popsicle, minute-to-win it game day, glow dance

When students display negative behaviors they will lose points. With each point lost during the school week there will be the following consequences…

- ➔ 1st minor & 2nd offense = Verbal warning
- ➔ 3rd minor offense = Parent contact (made by student with teacher)
- ➔ 4th minor offense = Lunch detention & reflection
- ➔ 5th minor offense = After school detention
- ➔ 6th minor offense = Office Referral/Principal Intervention

We believe that by helping students practice and recognize positive behaviors, we will build a school community where all students participate in an environment that allows them to succeed and grow.

**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 students 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. Students 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. Students 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. Students are expected to pick up their own lunch trash before leaving their table and depositing the trash in the waste cans provided.
8. Students are prohibited from sharing food.
9. Snacks should be single serving in size.
10. No energy or caffeinated beverages.

**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. E-hall pass must be used to generate passes.

**Locker Expectations**
Students may request a locker from the front office staff. Students with lockers are expected to use their assigned locker and take responsibility for its contents, no locker sharing. You should remember that these lockers are on loan to you for the school year, and they still remain the property of the Licking Heights Board of Education. At any time the school may have the lockers checked for the purpose of cleanliness as well as law and order. There should be no expectation of privacy.

To protect your property, you should never give your combination to anyone, and you should keep the locker locked at all times. There is to be no locker sharing. The school cannot assume responsibility for the theft or loss of belongings from lockers. 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. Students should not gather in the office.
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 attire for gym class consisting of sneakers. 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 Expectations**

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

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

**STUDENT DISCIPLINE CODE**

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 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.

**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

## DISCIPLINE

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

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

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

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

**Informal Discipline**

Informal discipline takes place within the School. It includes:

- Summit Intermediate uses Powerschool Unified Classroom (Kickboard) to document behaviors.

Lunch detention and after school detention are in school consequences.

<u>Detention</u>

To promote an orderly and disciplined environment during detention, the following guidelines will be observed:

1. Students must report to detention at the end of the school day prepared with study or reading material.
2. Enter the room quietly and be seated as directed by the detention supervisor.
3. No talking during detention. Eyes should remain focused on assignments or reading.
4. Remain properly seated and working during detention.
5. No food, candy, or drinks in detention.
6. Follow teacher requests at all times.

7. Failure to attend will result in an additional detention and or progressive Consequences.
8. Parents are responsible for transportation.

**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. 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 extracurricular 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, s/he may be subject to school disciplinary action as well as action through local law enforcement. For more information regarding student discipline see Board policies 5600 – Student Discipline, 5610 – Removal, Suspension, Expulsion, or Permanent Removal, 6510.01 - .05.

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

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

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

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

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

**Search and Seizure**
Administrators may search a student or his/her property (including vehicles, purses, backpacks, 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 Right of Expressions**
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.*

<u>The use of electronic devices while on the bus must not:</u>

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