Little Miami School District
Kindergarten – 5th Grade
Handbook



2026-2027

Approved by the Board of Education on: June 24, 2026

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Dear Students and Families,

Welcome to a new school year at Little Miami!

We are excited to begin another year of learning, growth, and discovery with your child. At Little Miami, we believe that every student has the potential to achieve great things, and we are committed to creating a safe, caring, and inspiring environment where each child can thrive.

This Student Handbook is designed to help you and your child understand the expectations, routines, and opportunities that make our school a special place. Inside, you'll find important information about school rules, procedures, academic programs, and ways we work together to support student success.

We encourage families to read through this handbook together and keep it handy throughout the year. A strong partnership between home and school helps children feel supported, confident, and ready to learn.

We look forward to working with you and making this school year a positive and memorable experience for your child.

Warm regards,

Lindsey Eckstein, Principal, LM Early Childhood Center
Patrick Clark, Assistant Principal, LM Early Childhood Center

Holly Grooms, Principal, LM Primary School
Ashley Page, Assistant Principal, LM Primary School

Alison Gates, Principal LM Elementary School
Audra Quinlan, Assistant Principal, LM Elementary School

DISTRICT PHONE NUMBERS

Little Miami Local School District Board Office 513-899-2264 District Website: www.littlemiamischools.com
Central Registration 513-899-5116
Little Miami High School 513-899-3781
Little Miami Middle School 513-899-3408
LM Elementary School 513-899-5275 ESOffice@lmsdoh.org
LM Primary School 513-899-2334 PROffice@lmsdoh.org
LM Early Childhood Center 513-899-5200 ECOffice@lmsdoh.org
Transportation 513-899-2941
Food Service 513-899-5130
Questions regarding sports and/or scouts should be directed to that organization. They are not school sponsored events.

SCHOOL ADDRESS AND HOURS

	ECC			PR	ES
	a.m. PreK/KG	**p.m. PreK/KG**	**1st grade**	**2nd & 3rd grade**	**4th & 5th grade**
Building address	609 Welch Road Morrow, OH 45152			7247 Zoar Rd. Maineville, OH 45039	605 Welch Rd. Morrow, OH 45152
Buses drop students **Do NOT drop students prior to this time. There is NO supervision*	9:10 a.m.	1:10 p.m.	9:10 a.m.	8:50 a.m.	8:10 a.m.
Tardy	9:25 a.m.	1:25 p.m.	9:25 a.m.	9:05 a.m.	8:20 a.m.
PM dismissal	12:10 p.m.	3:55 p.m.	3:55 p.m.	3:35 p.m.	3:00 p.m.
Buses leave *Car Riders are dismissed at parent pick up times according to each school schedule above. It is imperative that parents arrive on time.*		4:05 p.m.	4:05 p.m.	3:45 p.m.	3:10 p.m.

General Information

LITTLE MIAMI SCHOOL BOARD MISSION

The board believes that it is the responsibility of the school system to ensure that each graduate is college and career ready. To these ends, an environment of high expectations and opportunity shall be created that fosters scholarship and citizenship and develops within each student the ability to become a productive and responsible member of society.

Little Miami Board of Education, administration, staff, students, parents and others will operate in ways that support and demonstrate the following **core beliefs:**

1. Academic excellence
2. Safe learning and working environments
3. Quality facilities for quality learning
4. Fiscal responsibility
5. Adhere to all state and federal requirements

Goals:

- Develop an environment of high academic expectation that maximizes each student's potential and opportunity for learning.
- Develop in each student the ability to apply learned skills and knowledge related to college and career readiness.
- Develop each student's ability to become a responsible and productive member of the community.

Objectives:

- Foster a district-wide culture that demands high levels of achievement, embraces student accomplishments, and provides a safe, secure environment for all students.
- Partner with community stakeholders to facilitate improvement efforts, identify needs and define solutions.
- Provide high-quality customer service to all stakeholders.
- Use existing media outlets to provide communication to inform stakeholders and encourage feedback.

Board Members:

- David Wallace, Diane Horvath, Wayne Siebert, Mandy Bullock and David Whiting

ENROLLMENT IN SCHOOL

Central Registration

Little Miami is currently using an online registration tool called Registration Gateway to enroll new students. Please note you MUST be the custodial parent/legal guardian to enroll a student. You may visit our website www.littlemiamischools.com and click on the Central Registration tab to begin the enrollment process. At the end of the process, you will be prompted to set an appointment with the registrar. A student is NOT registered until ALL required documents have been received. A list of required documents can be found on our website under the Central Registration tab. Please email our central register at centralregistration@lmsdoh.org with questions.

If you do not have internet or a computer, please call the registration office at (513) 899-5116, located at Little Miami Central Office, 95 E. U.S. 22-3 Maineville, OH 45039

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside. New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Kindergarten Enrollment Requirements

Children are eligible for admission to kindergarten if they are five years of age on or before the first day of school for kindergarten students. For the 2026-2027 school year, this date is August 14th, 2026

Change of School District

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school EMIS secretary will assist in obtaining the transcript, if not presented at the time of enrollment. Students enrolling in the District following any period of home education will be placed in the appropriate grade level, without discrimination or prejudice.

Homeless and Foster Care

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison Homeless Children with regard to enrollment procedures.

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures.

Exchange Students

Exchange students are not responsible for tuition if sponsored under an approved exchange program while temporarily residing in the District with a host family. Exchange students must meet the same requirements and expectations required of resident students, including immunization requirements.

Custody

If a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-if-fact; or (2) caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- an updated copy of the student's transcript;
- a report of the student's behavior while in DYS custody;
- the student's current IEP, if one has been developed for the child; and
- a summary of the instructional record of the child's behavior.

Parents have an obligation to inform the school if there is a change in custody by providing updated court orders to the student's building secretary. If you have children in multiple buildings, you will need to take a copy to *each* building. School officials will verify and retain a copy of court orders pertaining to a child's custody. It is also necessary for the custodial parent/guardian to show proof they reside in the Little Miami School District.

Previous Suspension or Expulsion

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Change Of Contact Information

You are required to contact the Central Registrar with any "change of address" during the school year. Proof of residency documentation must be presented before student records and/or transportation procedures can be adjusted to reflect the change. Parents must contact the school office with changes to their home phone, work phone, cell phone, email address, or emergency telephone numbers. **It is important to provide the school with current phone numbers/email addresses in the event of an emergency.**

SCHOOL FEES

School fees are collected for each student in kindergarten through fifth grade. The fee is required of all students regardless of when they enroll during the school year and is non-refundable.

- Kindergarten = $27.00
- 1st - 4th grade = $47.00
- 5th grade = $65

School fees are used for consumable supplies that students use throughout the school year in the classroom. Even for students enrolling late in the school year, full school fees are required due to needed consumable supplies. Therefore, fees will not be prorated upon enrollment.

Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Report cards and school records will be withheld until all fees and fines are paid. Students with outstanding fees and/or fines will not be allowed to apply for a parking permit in high school and the student will not be granted a diploma unless all school fees are paid. Students who fail to pay fees and fines may be denied the opportunity to participate in assemblies, dances, pep rallies, field trips, etc. They may also be denied the opportunity to participate in extracurricular activities.

Parents who may have difficulty submitting fees early in the school year should contact the main office. Fees may be waived in situations where there is financial hardship.

**Student fees are subject to change.*

**Free and reduced meal forms are available at littlemiamischools.com in the Food Service section or in the office for eligible students, this will also eliminate school fees for your child.*

ATTENDANCE POLICY

Attendance and engagement are key to success in school. Students who attend school regularly have a greater opportunity to develop well both academically and socially. Research shows that Ohio students who are never chronically absent are much more likely to read and perform on grade level and graduate on time. The district believes in providing support to remove barriers to regular student attendance so full participation in learning can occur. Refer to Board Policy 5200: Attendance and the Warren County Schools County-Wide Attendance Policy below.

Warren County Schools County-Wide Attendance Policy

2026-2027 School Year

All attendance information is subject to change

Late Arrivals/Early Dismissals

Being punctual is an expectation that we have for all our students. Late arrivals must report to the attendance office and be signed in by a parent/guardian (Grades K–5) with a valid government issued ID.

Arrival Times by School:

LMECC: After 9:25 A.M.

LMPR: After 9:05 A.M.

LMES: After 8:20 A.M.

When students arrive on school property, he/she is under the jurisdiction of the school district until the end of the school day. No student may leave the premises during the school day without proper authority. Students that require an early dismissal must present a note from their parent/guardian/custodian to the school attendance office in the morning at the beginning of the school day.

Please note that only individuals listed on the emergency medical form and marked as authorized for pick up will be allowed to pick up the student. If a person is not listed on the emergency medical form, we require a written or faxed note before the student is released. We will also verify the written or faxed note with the parent/guardian prior to releasing the student. Emails will be accepted only if they are sent from the email address we have on file for the parent/guardian. ID will be required to sign out a student.

Absences

Parents/guardians must call/email the attendance secretary. When you contact the office, please include: Student Name, Parent Name, Student's Teacher and reason for absence.

- LMECC: 9:55 A.M.
  - ECOffice@lmsdoh.org
- LMPR: 9:35 A.M.
  - PROffice@lmsdoh.org
- LMES: 8:50 A.M.
  - ESOffice@lmsdoh.org

If the school doesn't receive notification, a phone call will automatically be made to the parent/guardian. If the parent/guardian fails to contact the school, the absence will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence.

All notes parental/guardian or physician's must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

In Warren County School Districts, generally, twelve (12) absences from school, which include full days and partial days, may be documented excused by a parent/guardian phone call or note.

Absences, full and partial days in excess of 12 absences may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant- unless an absence, is otherwise excused by the principal due to unusual circumstances. The parent/legal custodian must provide an explanation for the absence, which shall be recorded by the approving authority of the school and shall include the date and time of the absence according to local policy.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the students' best interest. Those circumstances include but are not limited to the student's attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused absences from school shall be granted only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the school Principal.

Regular school attendance is essential to student academic success and social development. To ensure students remain on track, the school monitors attendance throughout the academic year. "Time out of school" includes full-day absences and accumulated partial-day absences (tardies and early dismissals) that equal a full school day.

Attendance Interventions and Strategies

The school in compliance with Ohio Truancy laws has established the following interventions and strategies to address excused and unexcused hours, tardies and early dismissals.

Ongoing Monitoring
Attendance is reviewed regularly throughout the school year. Letters are based on cumulative attendance percentages and are not reset each grading period. Families are strongly encouraged to monitor attendance through the school's parent portal, progress book, parent square, etc. and maintain communication with the attendance office regarding absences.

Chronically Absent
Ohio law defines a "chronically absent" student as "missing at least ten per cent of the minimum number of hours required in the school year". The minimum number of hours referenced are also defined in Ohio law. Time missed from school for any reason, including excused and unexcused absences, will contribute to chronic absenteeism. Students only need to miss 2-3 days per month to be chronically absent by the end of the year. Schools and districts can provide support to the student and his or her family before the student has missed 10 percent of the school year.

Attendance Concern Letter
When a student reaches 5% time out of school, a Notification/Warning Letter will be sent to the parent/guardian. The purpose of this letter is to:

- Notify the family of the current attendance percentage
- Remind families of the importance of daily attendance
- Encourage proactive communication with the school
- Offer support and resources if attendance barriers exist

At this stage, the letter serves as an early intervention and is intended to prevent further absences from accumulating. Families are encouraged to contact the school to discuss any concerns or circumstances impacting attendance. The Attendance Support Case Manager and/or the district may reach out to community partners that offer services that may benefit the family in reducing barriers to poor attendance. These components will inform the district's use of an integrated multi-tiered system of supports.

Habitual Truancy
The Ohio Revised Code 3321.16 defines a student as being habitually truant when a student is absent from school without a legitimate excuse has:

- 30 consecutive unexcused hours, or
- 42 unexcused hours in a school month, or
- 72 unexcused hours in a school year

When a student meets the definition of habitually truant, the school district or their designee including the Attendance Support Case Manager, in the role of Attendance Officer as defined by Ohio Revised Code, must file a complaint in juvenile court if the student is not making satisfactory progress in improving attendance.

If a student acquires 30 consecutive unexcused hours, or 42 unexcused hours in a school month, or 72 unexcused hours in a school year, the Attendance Intervention Team may meet to determine if Truancy Charges need to be filed due to the student failing to make satisfactory progress to the Absence Intervention Plan. If the parent/guardian fails to attend or otherwise respond and participate in the Absence Intervention team, the school shall do both of the following: Investigate whether the parent/guardian's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention team to develop a plan for the child notwithstanding the absence of the parent/guardian.

If the parent/guardian is unable to attend, a parent/guardian may send a designee in their place. A pre-approved FERPA form release for a designee to attend in a parent's place must be filed by the parent for the designee to participate in the Absence Intervention team.

School Procedures for Attendance

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:

- Personal illness or injury (a written physician's statement verifying the illness may be required)
- Appointment with a health care provider (partial days, in most cases)
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death in the family
- Attendance at a driver's education course for up to two (2) hours on no more than four (4) days (limited to a total of eight (8) hours during the school year), provided that the absence does not occur during a core curriculum subject course
- Religious expression days, (up to three after approval by the principal in accordance with board policy)
- 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
- Such good cause as may be acceptable to the Superintendent
- Medically necessary leave for a pregnant student
- Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- Absences due to a student being homeless
- Pre-approved absences. Five (5) days per year may be approved in advance by the principal. These days shall be included in the 12-absence rule.

Religious Expression Days

Pursuant to Ohio Revised Code 3320.04, school districts have adopted a policy that reasonably accommodates a student's sincerely held religious beliefs and practices for reasons of faith or religious or spiritual belief system. Students are given up to three religious expression days per school year provided that the parent or guardian provides written notice to the school or district of the selected days within 14 school days of the start of school (or within 14 days of a newly enrolled student's first day in the school or district). The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed. Students are allowed to participate in interscholastic athletics or other extracurricular activities on a religious expression day.

Suspension from School
Absence from school due to suspension shall be considered an authorized absence. A suspended student will be responsible for making up school work missed due to suspension. Make up of missed tests may be scheduled when the student returns from school. The student will be given at least partial credit for properly-completed assignments and will receive a grade for any made-up tests.

Excused Absences – Medical
The District recognizes medical documentation from a licensed healthcare provider as verification for excused absences. Such documentation may excuse absences beginning on the date the student was evaluated or treated and for any period of recovery specified by the provider. The District will not excuse absences occurring prior to the date of medical evaluation/appointment.

Make-Up Work Following an Excused Absence
Make-up work is the process by which credit is earned for those days on which the student was absent. Absences and tardies allow students to make-up all missed class work, tests, and assignments. The following guidelines will be utilized:

- Make-up work will be provided when the student returns to school
- Most work will be completed during school hours when your child returns or the student will be exempt from assignments.

Unexcused Absences
Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws of the State. The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus
- Experiencing transportation problems at home or on the way to school
- Remaining at home to complete school assignments
- Missing school without legitimate illness
- Oversleeping. Alarm clock (student's or parent's) failed to work
- "My mom didn't get me up"
- Not having suitable clothing to wear to school
- Babysitting
- Any form of recreation (unless pre-approved vacation days)
- Personal business that can be done after school or on weekends
- "Helping at home" or "Was needed at home"
- "I had a game last night"
- Senior pictures/portraits

School Procedures for Unexcused Absences
Little Miami Schools will work closely with the Warren County Attendance Officer and the Warren County Juvenile Court system to address unexcused absences to school. The school will follow the consequences laid out in the Warren County Attendance Policy in cases of truancy. Students are responsible for make-up class work, tests, and assignments missed due to unexcused absences or tardies.

Tardiness
Tardiness to school will be handled in the main office. If a student is late in his arrival to school, he/she must report to the office for an admittance slip. Failure to sign in at the main office will result in a warning the first time and additional consequences for subsequent offenses.

Prearranged Absences
Parents are asked to plan family vacations and appointments to correspond with the school calendar. However, we realize that is not possible in all circumstances. If you must have your child out of school for other reasons, it is your responsibility to see that your child completes the work that he/she will miss. For pupils who will be absent due to a family obligation or similar reasons, the following procedures and guidelines also must be adhered to for those absences to be excused.

1. A prearranged absence form can be picked up in the office. Present this completed form to the principal two weeks prior to the absence. If a student has an attendance problem, or is in danger of failing, this request may be denied. If the request is denied and the parent elects to remove the child from school, the absences will be unexcused.
2. If possible, you may secure assignments from the teacher prior to the absence. Be aware that teachers are not required to provide long-range assignments for vacationing students.
3. Upon return to school, students should submit any assignments, papers, or projects to the teachers.
4. Vacation absences are included in the total number of absence occurrences. Only 5 days absence per year may be excused for vacation purposes. If a child has accrued 12 absence occurrences, vacation time will not be approved.
5. No requests will be approved during District Testing weeks.

Release Time for Religious Instruction
Students shall be provided "released time" during the school day to attend a course in religious instruction conducted by a private entity off District property, in accordance with the requirements of Board Policy 5223 – Released Time for Religious Instruction During the School Day.

Pick Up Reminders

- Any change in pickup procedures requires a written note or email. Changes may not be made by phone. The office should receive changes by 2:00 p.m.
- Please plan to pick up your child at the assigned pick-up location, rather than signing him/her out a few minutes early through the office. This helps us safeguard classroom learning time as the class loses 5-10 minutes of instruction time with each interruption. Please note that leaving before dismissal is considered an occurrence for attendance reasons.

Children Staying Late
There is no supervision for children after dismissal unless they are involved in an after school activity. A child without a note granting permission to stay for the activity will be sent home in the usual manner.

SAFETY GUIDELINES

Little Miami School District has enhanced safety protocols to protect our students and staff.

Building Access and Visitor Procedures

- The safety of our students is our top priority. All visitors are closely monitored.
- Once the school day begins, all exterior doors are locked.
    - Do not ask a student to open a door for you. Students are instructed not to open doors for anyone.

- To enter the school during instructional hours, use the intercom system located at the main entrance by the office. Entry will be granted by office staff.

Visitor Identification and Badging

- All non-student, non-employee visitors must:
    - Report directly to the school office.
    - Sign in using the kiosk with a government-issued photo ID.
    - Obtain a Visitor or Volunteer Badge.
        - Any visitor found in the building without a pass shall be reported to the Principal.
    - Wear the badge visibly throughout the visit.
    - Upon completion of your visit, return the badge to the office.
    - Sign out at the kiosk before leaving school grounds.

If a person wishes to confer with a member of the staff, the person should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students are not permitted to bring guests to school to spend the day. This includes brothers, sisters, friends from out of town, and other individuals. No animals, domestic or wild, are permitted in the building without prior approval of school staff. Visitors will not be allowed to eat in the cafeteria

Student Release Policy

- Students will only be released to:
    - The custodial parent, or legal guardian.
    - An adult listed on the child's Emergency Medical Contact Form.
    - Any other arrangements must be submitted in writing by the custodial parent or guardian.

- Students must be signed out through the office.
    - No student will be released directly from the classroom or playground.
    - A valid driver's license or government-issued photo ID is required for identification at sign-out.

Dismissal Changes

- Dismissal changes cannot be accepted by phone.
- All changes must be communicated through a signed note, through the dismissal application, or by email to the school office by 2:00 p.m.

Safe School Environment

- Little Miami Schools are designated Safe Zones.
- Any perceived threat, whether verbal or physical, will be taken seriously and investigated thoroughly.
- In partnership with local law enforcement, regular safety drills are conducted throughout the school year to ensure preparedness.

Surveillance Cameras

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence or in disciplinary action. Staff, students, and visitors who intentionally circumvent, interfere with, or disable security measures, systems, and/or devices may be subject to discipline, up to and including termination of employment for an employee, suspension or expulsion from work or school for a student, and may also face criminal charges.

Fire, Tornado, And Safety Drills

LMECC, LMPR, and LMES comply with all fire safety laws and will conduct fire drills in accordance with State law.

Tornado drills are conducted during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

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

Emergency Closings And Delays

In the event of school being called off because of severe weather or some other emergency, students and parents are urged to listen to area radio stations for announcements regarding any change. PLEASE DO NOT call the school. Delay and closing information is also posted on the school district web site at www.littlemiamischools.com and the district calling system will be utilized. Parents and students are responsible for knowing about emergency closings and delays.

Preparedness For Toxic And Asbestos Hazards

Little Miami Schools is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Board Policy 8432: Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Board offices upon request.

EQUAL EDUCATION OPPORTUNITY

No person in the Little Miami Local School District, shall, on the ground of color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or legally acquired genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity, all as in accordance with and as limited by the provisions of applicable law. (See Board Policies *AC – Nondiscrimination and JB-Equal Educational Opportunities*). Any person who believes that they have been discriminated against on the basis of their race, color, national origin, citizenship status, ancestry, religion, sex, economic status, marital status, pregnancy, age, disability, military status or sexual orientation. while at school or a school activity should immediately contact the

School District's Title IX and Civil Rights Compliance Officer(s):

Mike Malone	Jamie Miles
Executive Director of Human Resources	Executive Director of Student Services
95 E US 22&3, Mainville, OH 45039	95 E US 22&3, Mainville, OH 45039
(513) 899-2264	(513) 899-2264
mmalone@lmsdoh.org	jmiles@lmsdoh.org

Complaints will be investigated in accordance with the procedures described Complaints will be investigated in accordance with the procedures described in *Board Policy 2260 – Nondiscrimination and Equal Access to Education 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.(Policy *5517: Anti-Harassment)*

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities. Section 504 defines a person with a disability as anyone who has a mental or physical impairment which substantially limits one or more major life activity. The District has specific responsibilities under these laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive MTSS process to systematically screen, assess, and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

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 and State law. Contact the building principal to inquire about evaluation procedures, programs, and services.

The District is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact Little Miami's Liaison for Homeless Students, Jamie Miles at (513) 899-2264. (Board Policy 5111.01 – Homeless Students)

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information contact Little Miami's Foster Care Liaison, Jamie Miles at (513) 899-2264. (*Board Policy Board Policy 5111.03 - Children and Youth in Foster Care*)

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information (Board Policy 8330 - Student Records). Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found at https://www.littlemiamischools.com/page/annual-notices.

Directory information includes:

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. major field of study
6. participation in officially-recognized activities and sports
7. student's weight and height, if a member of an athletic team
8. dates of attendance ("from and to" dates of enrollment)
9. date of graduation
10. student's achievement awards or honors

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained.

Students and parents have the right to inspect and review copies of all educational records. To review student records, please provide a written notice identifying requested student records to the building principal.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:
FERPA@ED.Gov; and PPRA@ED.Gov.

PARENT RIGHTS AND ACCESS TO INSTRUCTIONAL MATERIALS

The Board of Education recognizes that parents have a fundamental right to make decisions concerning the upbringing, education, and care of their children and promotes parental involvement in the District's public school system. In addition, parents have certain rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of our policies, excerpts:

- *Board Policy 5780 – Student/Parent Rights*: Parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.
- *Board Policy 2240 – Controversial Issues*: The Board also recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either the content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from a particular class for specified reasons. The student, however, will not be excused from participating in the course and will be provided alternate learning activities during times of such parent requested absences.

If parents/guardians want to review any instructional materials, the first step is to reach out to the classroom teacher.

BUS TRANSPORTATION

Transportation is provided to and from school for all students. KG-5th grade students are not permitted to ride bikes to school. Only students living in a designated walking area may walk to school. Please contact your child's building principal for approval if you child would like to be an everyday walker with adult supervision.

To ensure your child arrives home safely, it is recommended he/she ride the bus. Students being picked up instead of following their normal daily transportation routine must bring a note from his/her parents/guardian. *(The parent/guardian may also personally deliver or email their authorization to the school office. If you choose email, please call the school to verify it was received as we do occasionally experience system failures.)* Students who are not following their normal dismissal routine **MUST** have a note from her/his parents indicating this. Phone calls regarding transportation changes will **not** be accepted.

Parents must designate one location for drop-off (Monday – Friday). Students will not be permitted to ride on a bus different from the one to which they are assigned.

All students requiring Daycare/Shared Parenting transportation need to complete and/or update a Transportation Form before the beginning of each school year. The schedule for Daycare/Shared Parenting cannot be changed from day-to-day and week-to-week.
By adhering to these guidelines we ensure the safety of our students and greatly reduce the risk of miscommunication or a student being dropped off at an unsupervised location.
PLEASE NOTE: Transportation changes will **NOT** be taken between the dates of August 8th – August 25th

- July 29 Deadline for Transportation Forms
- August 1 Bus information is available
- August 8-August 25 No transportation changes will be made
- August 29 Transportation requests reviewed

CONFERENCES

Refer to the district calendar on our website for scheduled conferences in the fall and winter. Information will be sent by the building and classroom teacher to schedule a conference.

Food and Celebrations

MEAL SERVICE

Students are given a thirty-minute lunch period. Lunch costs are set by the Board of Education. Extra milk may be purchased.

Forms for free or reduced lunches are sent home the first week of school and are available throughout the year should a family experience difficulty with income later in the year.

Café Terminal is used in our cafeterias. This system will allow you to pay in advance for meals and/or a la carte foods (juice drinks, ice cream, cookies, etc.) if you choose to do so. The system works with a twelve key PIN pad that is similar to a calculator pad. It will allow your son or daughter to enter their 6-digit student identification number to access their account. The PIN number will stay the same throughout the remaining years your child is enrolled at Little Miami Schools. Please note this system is confidential. All students will be required to enter their PIN number regardless of meal status or payment method, thus ensuring your child's privacy.

Cafeteria Prices for Students in Grades K-5
Breakfast: $1.60
Lunch: $2.65

BIRTHDAY PARTIES/SOCIAL INVITATION

Birthdays are very meaningful for young children and may be recognized by parents in a variety of ways at Little Miami. Some families choose to donate a book or learning materials (e.g., puzzle/game) in their child's name to the classroom, or a non-food item (stickers/pencil) for each student. Families can also choose to send in one food item for their child to hand out to each classmate. The food item must be store bought and pre-approved by the classroom teacher to avoid allergies. Please do **not** have balloons or flowers delivered to the school. These items may not be taken home on the bus.

Social invitations to non-school sanctioned events (birthday parties, pool parties, etc.) may be distributed at school as long as an invitation goes to each student in the class, or all girls or all boys. The school does not provide classroom directories.

CLASSROOM CELEBRATIONS

Each building's PTO sponsor seasonal classroom celebrations throughout the year (i.e. Halloween, Valentine's Day, etc.). Upon teacher request, families can send in food items for students. These food items must be store bought and pre-approved by the classroom teacher to avoid allergies.

CLASSROOM SNACKS

If your child is bringing a snack to eat during the school day, the snack needs to be easily eaten without utensils. Teachers will contact families if there are issues at snack time. Appropriate snack choices are left up to the discretion of the teacher and administrator. Lunch schedules do vary, so not all classrooms participate in a snack time.

BEVERAGES AND CAFFEINE

In order to prevent damaging spills to electronics and messy clean up, water is the only permissible beverage outside of the cafeteria. Water should be in a water bottle that seals and can be carried around the building with your child. Carry out drinks from restaurants are not permitted to be brought into school. Students are permitted to drink other beverages in the cafeteria during lunch with the following guidelines: 1- beverages may not be pop/soda. 2- beverages may not contain caffeine.

Health and Wellness

ILLNESS AT SCHOOL

School Health Services:

A registered nurse is available each day to attend to student medical needs and to assist in creating a healthy, safe learning environment.

Generally, we do not contact parents regarding clinic visits such as scraped knees, stomachache, need for a Band-Aid, and other minor, routine events. Examples of when we notify parents/guardians to pick the student up from school include those listed below. If we cannot reach the parents/guardians, we call the contacts the parents have listed in the student's emergency medical information. Photo ID is required to release any student.

- Fever of 99.9 Contagious illness (pink eye, flu, etc.)
- Vomiting
- Diarrhea
- Head Trauma
- Illness/injury/symptoms requiring medical attention

Students must be fever free without medication for 24 hours prior to returning to school. The student should also be free of vomiting, diarrhea and eye drainage for 24 hours.

We encourage parents to keep the building nurse and teacher aware of any health concerns to ensure the best care for your student. Over the counter products may be used in the clinic unless a parent/guardian notifies the school nurse otherwise. These products include:

- Eucerin hand lotion
- Vaseline for chapped lips
- Caladryl lotion for itchy rashes
- Anbesol for mouth sores or tooth pain
- Cough drops
- TUMS for minor stomach aches are available

Any other prescription or over the counter medication requires a physician order and parent consent. Parent/guardian must bring the medication, in person, to the office/clinic. Students are **never** to carry medications to school, except for EpiPens inhalers and emergency seizure medication. To self carry these medications a medical authorization form must be completed. Students are permitted to bring cough drops to school if needed.

VISION/HEARING SCREENING

Vision and hearing screenings are conducted per Ohio Department of Health guidelines at grades K, 1, 3, 5, 7, 9, and 11. A referral will be mailed home if the student fails the screening. Please contact the building nurse if you need assistance and resources.

IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the District requires all students to be immunized in compliance with State law and the Ohio Department of Health for each student unless a parent files an objection.
For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. Any questions about immunizations or exemptions should be directed to the school nurse.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The Emergency Medical Authorization form is completed through Registration Gateway at the time of enrollment and at the beginning of each new school year. If there are changes during the school year in your address, home, or work telephone numbers, etc., please notify the school immediately.

USE OF MEDICATIONS

We ask that parents try to administer medications at home when possible. If however, the student needs to take physician prescribed or over-the-counter medication (other than those listed in Injury & Illness) at school, the following procedures must be followed.

1. The Authorization to Administer Medication Form must be completed in full by the physician and parent and returned to the building nurse. This form must be updated annually.
2. Parent/guardian must bring the medication, in person, to the clinic, where it will be properly secured.
3. Students are never to carry medications to school, except for approved epi pens, inhalers, emergency seizure medication, and medical patches.
4. The medication must be in the original container in which it was dispensed by the prescribing physician/licensed pharmacist. Upon request, pharmacists will often give parents two labeled containers so they can have one for home and one for school.
5. The medication label must state student name, name of medication, dose, time to be given and prescriber name.

6. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
7. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
8. The school nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.
9. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted Authorization to Carry Emergency Medication Forms.
10. Students are strictly prohibited from transferring medical patches, emergency medication, epi pens, or inhalers to any other student for their use or possession.

DRUG PREVENTION MEMORANDUM

Education/Prevention: The Board views with concern the serious implications of drug, alcohol and tobacco use by students. In keeping with its primary responsibility, the education of youth, the Board charges the staff to continue to investigate the causes of student involvement with drugs and alcohol and to develop suitable preventive measures whenever feasible.

The Board and the staff continue to seek ways to educate students about the dangers of the misuse and abuse of drugs, alcohol and tobacco. Instructional units include sessions about the causes and effects of drug, alcohol and tobacco abuse, especially in young people.

Counseling and Rehabilitation Information: The Board of Education does not maintain a drug/alcohol rehabilitation program, but the following are programs within the area available to students who need help with a drug or alcohol problem:

1. Warren-Clinton Counties Center on Alcohol
2. Drug Abuse Bethesda Drug and Alcohol Treatment Center

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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.

CONTROL OF DIRECT CONTACT COMMUNICABLE DISEASES

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

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

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

Little Miami seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Academics

GRADING AND REPORTING TO PARENTS

In the Little Miami School District, we report student progress to parents by using report cards. Kindergarten through fifth grade report cards are posted on a nine-week basis as indicated in the school calendar. The report cards are provided to maintain ongoing communication between home and school. If you have any questions, please reach out to your child's teacher.

Grading Scale

A = 90 -100
B = 80 - 89
C = 70 - 79
N = <70

Grading Periods

Report cards are issued four times a year at the end of each quarter indicating their grades for each course of study for that portion of the academic term. The following are the dates when report cards will be posted to Progress Book: October 16, January 8, March 19, and May 21.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

HOMEWORK POLICY

Homework is a useful tool that provides targeted practice on learned skills to support learning in the classroom.

Purposes of Homework:

- To reinforce skills.
- To reinforce material covered in class by review.
- To encourage students in the process of increased responsibility and self-direction.
- To provide a means by which parents can see what is taking place in the school.

Length of Homework Assignments: Because students differ in the ease and speed with which they learn, it is not possible to apply strict guidelines as to length of assignments. The following is a general idea of what is expected in the

Little Miami School District:

- Homework may vary from student to student.
- The combined amount of homework should seldom exceed 10-15 minutes times the grade level (10-15 min x 2nd gr. = 20-30 min.) per evening. If your child routinely requires more time than this to complete his/her work, please contact the teacher.
- Additional homework should not be given on weekends or holidays.
- Assignments should be completed and turned in on time.

PROMOTION, ACCELERATION, RETENTION

Promotion to the next grade (or level) occurs when the student has:

A. completed the course and State-mandated requirements at the presently assigned grade;
B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
C. demonstrated sufficient proficiency to permit the student to move ahead in the educational program of the next grade;
D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student may be accelerated (either by whole-grade or by subject area) when the student's performance and measured ability significantly exceeds that of their grade level peers. Students can be referred for acceleration by teachers, administrators, gifted intervention specialists, school counselors, school psychologists, parents, or the student. Decisions regarding acceleration are determined by the consensus of an Acceleration Evaluation Committee using the following criteria:

- Whole-Grade Acceleration & Early Entrance: Students will be evaluated using an acceleration assessment process approved by the Ohio Department of Education and Workforce. The committee will also take the student's own thoughts on the placement into deliberate consideration.
- For Individual Subject Acceleration: Evaluation will rely on a variety of data sources, including student achievement measured against State academic content standards, as well as a thorough consideration of the student's maturity and personal desire for accelerated placement.
- For Early High School Graduation: Evaluation is based on past academic performance, measures of achievement based on State academic content standards, and successful completion of State-mandated graduation requirements.

A student may be retained at their current grade level when the student has, in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

STUDENT ASSESSMENT

Each student is annually assessed in required subjects using State mandated tests. While there are scheduled make-up dates for testing, students should avoid unnecessary absences. Vacation leave will not be approved during State testing windows. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs. Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

State Testing Windows 2026-2027

Assessment	Testing Window
3rd Grade Fall OST for ELA	October 19 – October 23
Spring OSTs for ELA	April 12 – April 30
Spring OSTs for Math, & Science	April 16 – May 7

By June 30th of each year, parents will be provided with the score of any State-mandated assessment administered to their student. Results will be posted to a secure portal that families can access through Progress Book.

Other Policies and Procedures

PHONE USE BY STUDENTS

Use of personal communication devices ("PCDs") shall be limited during school hours and during school-related events and functions in accordance with board policy and the Student Code of Conduct. PCDs include but are not limited to: smartphones, tablets, smartwatches, e-readers, portable gaming consoles, headphones, etc. Students are discouraged from bringing a PCD device to school, but we acknowledge a parent's desire to contact their child after school.

Nothing in this policy prohibits a student from using a PCD for student learning or to monitor or address a health concern, in accordance with the student's individualized education program or Section 504 plan.

Kindergarten to fifth grade students may bring a PCD to school; however, the PDC must be turned off and stored in a cubby/locker upon arrival to school and stored until dismissal.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of the circumstances surrounding the violation. If the PCD is confiscated, discipline will be issued at the discretion of the Principal in accordance with the Student Code of Conduct.

Use Of School Telephones

School telephones are business phones and may not be used by students for personal calls. Students will not be called to the office to receive a telephone call.

RECESS

In general, if the outside temperature is 30 degrees or above, the students will have recess outdoors. If the temperature, including wind chill, is below 30 degrees, children will have recess indoors. **Please dress your child according to the weather conditions.**

VOLUNTEERS

All Little Miami volunteers must have a satisfactory background check at their own expense, which involves fingerprinting. At no time is a volunteer to be alone with students or in a supervisory role with students until the background check is completed. When volunteering at a school event (e.g., school holiday parties, assemblies, etc.) we ask that you only post pictures of your own children on social media unless the pictures have been school approved. School approval means that the teacher, school secretary, and/or school administrator has given you permission to post the pictures after checking the school's Do Not Publish List.

PERSONAL ITEMS (Toys & Novelties)

Students are not permitted to bring toys (this includes school supplies that are a distraction to the learning environment), games, balls, recording devices, trading cards (e.g., Pokemon), collectibles, cell phones, handheld games, or any other electronic device to school unless authorized by school personnel. Any item that resembles a weapon may not be brought to school. The school cannot be responsible for items lost, misplaced, or stolen.

LOST AND FOUND

Many articles are lost at school each year and never claimed by their owners. To decrease the likelihood of lost items, use permanent ink to label all student items. Articles found in the building and on the school grounds are placed in the "Lost and Found". Articles that cannot be identified or are not claimed, will be given to charitable organizations at the end of each semester.

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. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Students who violate school rules may lose the privilege to go on field trips.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

The Little Miami School District provides Internet services to its students. The District'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 District'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.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study, and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents and guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Principals will ensure students have received education regarding the appropriate use of technology and online safety and security as specified in Board Policy 7540.03 – Student Technology Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

A. Students are responsible for their behavior and communication on the Network.
B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the Network.
D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy, is prohibited.
F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Websites or social media, accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit http://www.cyberbullying.ca

   Cyberbullying includes, but is not limited to, the following:

   1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or weblog;
   2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
   3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
   4. posting misleading or fake photographs of students or school staff members on websites.

   To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:
   1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
   2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
   3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending the person messages, the student must stop.
   4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
   5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
   6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
   7. Never agree to get together with someone you "meet" online without parent approval and participation.
   8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
   9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measures. Students must immediately notify the teacher principal, or other staff member if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the building principal. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.

N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.

Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).

R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.

Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the teacher. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purpose.

PBIS - Student Conduct

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

PBIS is a school-wide approach that promotes positive behavior and creates a safe, respectful, and supportive learning environment for all students. At Little Miami, PBIS helps students understand expectations, rewards positive behavior, and supports students who need extra help.

Core Components of PBIS

- **Clear Expectations:** We teach and model positive behaviors in all school settings (e.g., classroom, cafeteria, restroom, hallway).
- **Positive Reinforcement:** Students are recognized and rewarded for following rules and making good choices.
- **Consistent Consequences:** Inappropriate behavior is addressed with clear, fair, and consistent consequences.
- **Support for All:** PBIS includes multiple levels of support—universal for all students, targeted for those who need more help, and intensive for those with the greatest needs.

Panther Pride Expectations

Be Respectful
Be Responsible
Be a Problem-Solver

Our expectations for behavior are aligned across all grade levels and school settings (hallways, classroom activities, bus, cafeteria, specials, recess, etc.). Each building has a matrix specific for their grade band detailing behavioral expectations and voice levels. These behaviors and corresponding voice levels are explicitly taught to all students at the start of the school year. Booster lessons are used throughout the school year to reinforce behavior expectations with students, through the use of lesson plans and practicing with students.

PBIS TIER 1: PAX (Peace, Productivity, Health, Happiness)

At the kindergarten to fifth grade level, our Tier 1 programming is PAX. The PAX Good Behavior Game® is an evidence-based universal preventive intervention applied by teachers in the classroom. This evidence-based practice consists of a set of research-based strategies with origins in behavioral science, neuroscience, and cultural wisdom that operate together to improve children's self-regulation. Teachers implement these strategies as part of their daily routines in carrying out tasks such as getting students' attention, selecting students for tasks, transitioning from one task to the next, working as part of a team, limiting problematic behavior, and reinforcing prosocial behavior.

The PAX Good Behavior Game® helps to build children's self-regulation, resulting in improved focus and attention, improved test scores and other academic outcomes. PAX is unique in arranging for peer reinforcement for exhibiting prosocial behavior and peer reinforcement for inhibiting problematic behavior. PAX truly benefits everyone by making the children the heroes of change (Embry, Fruth, & Irving, 2022).

Teaching Expectations

The matrix below shows the expectations across shared school settings in addition to the voice levels. These behaviors and corresponding voice levels are taught to all students at the start of the school year. Booster lessons are used throughout the school year to reinforce behavior expectations with students, through the use of lesson plans and practicing with the students.

Discipline

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

	Be Respectful	Be Responsible	Be a Problem Solver
Stairs	• Use a 0-inch voice • Stay on your side • Keep your hands and feet to yourself	• PAX Hands and Feet are safe • Touch every step • One hand on the rail	• Stay behind the person in front of you • Staff- Stop at the end stage for class to catch up.Lesson
Cafeteria	• Use a 3-foot voice • Only touch your own food • Help the friend next to you if they ask for help • Wave to friends with a 0 inch voice	• PAX Leaders keep their area clean by throwing away all of your trash • PAX Leaders stay in their seats • Always use walking feet	• Pick up the trash you dropped on the floor • Raise your hand if you need help
Playground	• PAX Leaders use kind words • Use a 0-inch voice in line • Let others play with you	• Use equipment safely • Stay in boundaries • Place lunch boxes against the wall gently	• PAX Leaders settle misunderstandings by talking about the problem • Take turns • Report problems to a teacher
Hallway	• Use a 0-inch voice in line • Stay on your side	• Walk in a straight line • Keep PAX hands and feet to yourself • Keep up with the group	• Settle misunderstandings by talking about the problem • Report problems to a teacher
Restroom	• Use a 0-inch voice • Give other people privacy • Keep your PAX hands and feet to yourself	• Pee and poop go in the toilet • Pee goes in the urinal • Wash your hands with soap and water • Throw paper towels in the trash	• Stand against the wall if you are waiting • Tell an adult when supplies are needed
Bus	• Use a 3-foot voice to talk to the person next to you • Use kind words • Keep your PAX hands and feet to yourself	• Stay in your seat facing forward • Keep food in your backpack • Keep the bus clean. Pick up any trash you drop • Before you get off, check to make sure you have all of your things	• Report problems to the bus driver or a teacher • If you left something on the bus, ask the bus driver about it

Discipline

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the student code of conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process

Little Miami Schools uses a progressive discipline approach to address student misbehavior with the goal of correcting behavior while supporting the student's growth. It emphasizes fairness, consistency, and teaching appropriate behavior rather than just punishment. The goal is to maintain a positive, safe learning environment while helping students understand and take responsibility for their actions.

The objective of student discipline is to return the student and the learning environment to a safe, respectful state that will allow for growth for all individuals, staff and students. When behavior disrupts the educational setting an investigation will take place that will include gathering information from witnesses, and the individuals involved in the incident along with any other opportunities to gather information (cameras, staff, electronic devices, etc.) consequences will be put into place to help the student(s) involved take part in the restoration of the learning environment. Consequences will not always include punishments, but they will be designed to help teach the student the proper responses to internal or external events that cause misbehavior. Some of the informal consequences include:

	Description	Example
"You break it, you fix it" *	Used in situations when something has been broken or a mess has been made—whether accidentally or intentionally. The consequence is that those responsible for the problem take responsibility for fixing it. Teachers use this type of logical consequence when they see an opportunity for a child to solve a problem he or she has caused.	~Adam jiggles the table and causes water to spill. The teacher directs Adam to clean it up. ~Jana accidentally knocks Pedro down on the playing field. The teacher prompts Jana to help Pedro up, ask if he's OK, and go with him to get first aid if needed.
Loss of Privilege *	Used when children's behavior does not meet pre-established expectations. The consequence is that the child loses the privilege of participating in an activity or using materials for a brief time, usually a class period or a day. What's taken away must be directly related to the misbehavior, and the teacher must make sure that the child truly understands and can live up to expectations.	~Dana insists on using the watercolor brush in a way that damages its bristles. The teacher tells Dana that she cannot use watercolors during choice time until she's reviewed the correct use of the brush and shown the teacher that she knows how to use it without damaging it. ~Garth's class job for the week is line leader, but as he leads the class to lunch, he leans into a classroom to wave hello to a friend. The teacher tells Garth that he has lost the privilege of being line leader for the day and temporarily gives that responsibility to another child.

		Later, she checks in with Garth to make sure he remembers and understands the expectations for walking in line.
Positive Time-Out *	Used when a teacher believes that a child needs a way to calm down and recover self-control. The consequence is that the child moves to a pre-established place in the classroom, takes time to regroup, and then rejoins the class once he or she has calmed down. Teachers use time-out to keep minor misbehaviors—intentional and accidental—from escalating and becoming disruptive, and to give children opportunities to practice strategies they've learned for regaining self-control.	~Mark disrupts a math lesson by calling out answers without raising his hand. The teacher sends him to the time-out place. In the minute or two he spends there, Mark calms down using self-calming techniques the class has learned, and then returns to his regular seat.
In-school suspension	When appropriate, a student may be removed from the classroom but be allowed to attend school under direct staff supervision in a controlled environment. In these cases, the student will be assigned an in-school suspension. In-school suspension will typically be utilized when it is felt that the student is safe to come to school, but it is not yet appropriate to return the student to their classroom. The student will complete all work that has been missed in addition to any additional assignments or consequences deemed necessary by the school. In most cases, the student will be allowed to utilize district transportation.	

* www.responsiveclassroom.org

NOTE: DEPENDING ON THE SEVERITY OF THE INFRACTION, THE ADMINISTRATION MAY IMPOSE ANY LEVEL OF CONSEQUENCE APPROPRIATE TO THE CIRCUMSTANCE. THIS MAY RESULT IN CONSEQUENCES OTHER THAN THOSE LISTED IN THE CODE OF CONDUCT.

K-5 STUDENT CODE OF CONDUCT

Code of Conduct's Purpose

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State, and local laws and rules and Board policies and Administrative Guidelines and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters. School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

KG-5 STATEMENT ON BULLYING

Little Miami expects that all members of the school community will treat each other in a civil manner and with respect for differences. Little Miami is committed to providing a learning and working environment for students, staff, and visitors that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process. We support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement.

Consistent with state, and federal laws, and the policies of the Little Miami School Board, no person shall be discriminated against on account of race, color, sex, religion, national origin, or sexual orientation. Little Miami takes specific steps to create a safe, supportive environment for all populations in the school community, and to provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, teasing, and any forms of retaliation.

Little Miami will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying or retaliation in our school building, on school grounds, or during any school related activities. All reports and complaints of bullying and retaliation will be promptly investigated, and the administration will take immediate action to end such behavior and restore a sense of safety for all.

What qualifies as bullying behavior?

conflict	rude	mean	bullying
• Occasional • Not planned; in the heat of the moment • All parties are upset • All parties want to work things out • All parties will accept responsibility	• Occasional • Spontaneous; unintentional • Can cause hurt feelings; upset • Based in thoughtlessness, poor manners or narcissism • Rude person accepts responsibility	• Once or Twice • Intentional • Can hurt others deeply • Based in anger; impulsive cruelty • Behavior is often regretted	• Frequent; repeated • Planned; intentional • The target of the bullying is upset • The bully is trying to gain control over the target • The bully blames the target
• An effort is made by all parties to resolve the problem • Can be resolved through mediation	• Building social skills could be beneficial	• Needs to be addressed • Should NOT be ignored	• The target wants to stop the bully's behavior, but the bully does not • CANNOT be resolved through mediation

BULLYING/HARASSMENT AND INTIMIDATION

Board Policy 5517.01 – Bullying

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, 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, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, 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.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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

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

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent or designee. 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 or designee. Complaints against the Superintendent or designee should be filed with the Board President.

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

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

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making 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.

The District shall implement intervention strategies to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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 Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

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

Complaints

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

Students, parents/guardians, and school personnel may make informal or anonymous 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 complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous 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 Administrator for review, investigation, and appropriate action.

Individuals 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 an individual 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 with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

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

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

Immunity

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

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. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

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 procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

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

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.

In accordance with Board Policy 8462, the Superintendent or designee shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development. The Superintendent or designee shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent or designee shall be followed.

PROTECTION OF INDIVIDUAL BELIEFS

The Board shall not solicit or require current or prospective students who seek enrollment in the District to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movement or ideology, nor will the District use any statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology to evaluate the student's academic performance.

TITLE IX SEXUAL HARASSMENT

Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs.

Title IX states, in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education. Compliance Officer information is located on page 9.

ZERO TOLERANCE

The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

STUDENT DISCIPLINE CODE

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

Depending on the severity and circumstances of the infraction, school administration reserves the right to impose consequences at any level deemed appropriate, which may extend beyond those explicitly listed in this Discipline Code.

Offense	Definition and Examples
arson	**Definition:** intentional or purposeful destruction or damage to school or district buildings or property by means of fire **Examples:** setting fire to school property, lighting trash cans on fire, or attempting to burn materials
assault/fighting	**Assault:** unauthorized contact with intent to cause physical harm on another person **Fighting:** mutual exchange of unauthorized contact between two or more students, usually involving hitting, kicking, pushing, or other aggressive actions **Examples:** pushing, shoving, punching, or physically attacking another student
cheating, plagiarism, or academic dishonesty	**Academic Dishonesty Definition:** includes any action that undermines academic integrity **Cheating Definition:** involves dishonest means to gain an unfair advantage, such as copying from another student or using unauthorized materials **Plagiarism Definition:** is a specific type of cheating where another person's work or ideas are presented as your own without proper acknowledgment **Examples:** copying another student's homework or submitting an internet article as one's own work
disobedient, defiant, dishonest, or disruptive	**Definition:** verbal or physical actions that impede the learning or wellbeing of the educational setting including refusal to participate or follow directions to the degree that demands staff attention **Examples:** **Passive -** Remaining in assigned area and not working as directed, doing an alternative activity, reading instead of completing assigned work, pretending that directions were not heard, inappropriate body language (e.g., eye rolling); invading personal space, playing with toys, sleeping in class regularly **Active -** Protesting the work; ripping up or crumpling paper, drawing on paper, arguing with an adult, replying "NO" to an adult's request, refusing to leave the room when asked, yelling or blurting out, making noises (e.g., tapping, humming, clicking, etc.), calling others names, talking when others are talking; bothering other people's belongings, misusing hall passes; eating in the classroom without permission

false alarm/inciting panic	**Definition:** intentionally triggering or reporting a non-existent emergency, threat, or dangerous situation that causes fear, panic, or disruption to the school environment **Examples:** pulling a fire alarm without cause,making a false bomb threat
harassment, intimidation, and /or bullying	**Definition:** Bullying involves unwanted, aggressive behavior that results in a real or perceived power imbalance. The behavior repeats, or has the potential to repeat, over time. Under Ohio law, harassment, intimidation, or bullying is defined as any intentional written, verbal, electronic, or physical act that: - A student has exhibited toward another particular student more than once and; - Causes mental or 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 including violence within a dating relationship.
hazing	**Definition:** performing any act, or coercing another, including the victim, to perform any act, of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule **Example:** coercing new members of a sports team to perform a potentially harmful act
horseplay or inappropriate contact	**Definition:** rough or playful behavior that can be unsafe or disruptive to others that may involve touching another person in a way that is unwanted, disrespectful, or violates personal boundaries **Examples:** play-fighting, inappropriate joking or contact
inappropriate display of affection	**Definition:** Inappropriate affectionate behavior while in school or attending school events that go beyond what is publicly acceptable for peer interaction. **Examples:** Kissing, long hugs, suggestive touching
inappropriate use of technology	**Definition:** use of school-owned or personal electronic devices that violates school rules, disrupts the educational environment, or infringes on the rights and privacy of others *refer to Little Miami Board of Education adopted cell phone policy **Examples:** texting in class, viewing inappropriate content, cyberbullying, unauthorized recording
insulting, demeaning, or disrespectful behavior	**Definition:** annoying, attacking, demeaning, or insulting another student using physical, verbal, written, or electronic actions **Examples:** teasing, name calling, or spreading rumors

knowledge of dangerous weapons or threats of violence	**Definition:** Students are required to report knowledge of dangerous weapons or threats of violence that pose a risk of harm to the school community to an administrator. **Examples:** knowledge of a classmate with a knife on school property, hearing a peer make a threat to harm someone
out of bounds, loitering, or elopement	**Definition:** being in areas of the school property, or leaving school property, where students are not permitted without permission **Examples:** in the halls after bell, staff areas, leaving campus during lunch, visiting an unscheduled classroom, using restroom without permission, leaving classroom without permission
racial or ethnic insulting, demeaning, or disrespectful behavior	**Definition:** annoying, attacking, demeaning, or insulting another student using physical, verbal, written, or electronic actions on the basis of racial or ethnic background **Examples:** using racial slurs, offensive jokes, or verbal/written/social media expressions
suspected bullying	**Definition:** Suspicion of bullying which is defined as repeated and systematic harassment and attacks on others. *see bullying handbook for more in depth information **Examples:** peer or staff reports, consistent teasing, exclusion
theft	**Definition:** taking something that belongs to someone else without permission and not giving it back
threats with intent to harm	**Definition:** A statement, gesture, or action that states or implies a plan or desire to cause physical injury, emotional distress, or damage to another person or their property **Examples:** threatening to physically assault another student, threatening to bring a weapon to school
threat without intent to harm	**Definition:** comments that seem threatening but lack serious intent. typically defined as transient threats **Examples:** Joking threats, exaggerated statements
truant or tardy to class	**Tardy Definition:** being late to class or school after the scheduled start time without a valid excuse **Truancy Definition:** an intentional and unexcused absence from school for the entire day or specific classes without permission **Examples:** Skipping class, arriving late, leaving campus without permission

unwelcome sexual conduct	**Definition:** unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment **Examples:** sexual harassment, gestures, comments, touching, false accusations, or inappropriate social media posts
use of profanity/obscenity	**Definition:** use of profanity or obscene language in any form (i.e., written, oral, and electronic) in communication with other students, staff, or visitors. Use of profanity/obscenity includes use or creation of obscene, offensive, pornographic communication, gestures, signs, and pictures. Publication or possession of obscene/offensive/pornographic material in any form (i.e., written, oral, and electronic) is also strictly prohibited. This includes lewd and ambiguously lewd communication **Examples:** verbal profanity, obscene gestures, inappropriate notes or images, electronic content
use, possession, sale, or distribution of a firearm	**Definition:** A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. **Examples:** possessing or using a handgun, rifle, shotgun, look-a-like gun, or any explosive projectile weapon on school property or at school events.
use, possession, sale, or distribution of any explosive, incendiary, or poison gas	**Definition:** any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter **Examples:** possession or use of fireworks, grenades, or any explosive materials on school grounds.
use, possession, sale, or distribution of dangerous weapons and instruments other than a firearm or explosive, incendiary, or poison gas	**Definition:** The term *weapon* includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. **Examples:** razor blades, pepper spray, laser pointers, chemical agents, brass knuckles, switchblades, and knives.

use, possession, sale, or distribution of drugs other than tobacco or alcohol	**Definition:** Use, evidence of consumption, possession, sale, or distribution of any controlled drug except prescription medication administered in accordance with school policy. These include drugs, look-alike drugs, drug instruments, tobacco, alcohol, any type of smoking or vaping device, CBD oil, medical marijuana, or inhalants on school grounds, on school buses, or while attending school-related functions. **Examples:** Evidence use or consumption of illegal narcotics, unauthorized prescription drugs, or other controlled substances (i.e, smell of alcohol or drugs, slurred speech, impaired coordination, bloodshot eyes, or possession of alcohol or drug-related paraphernalia.)
use, possession, sale, or distribution of intoxicating alcoholic beverages	**Definition:** Use, evidence of consumption, possession, sale, or distribution of alcoholic beverages on school property or during school-related activities is prohibited. **Examples:** bringing alcohol to a school dance, being under the influence at a school event
use, possession, sale, or distribution of tobacco products	**Definition:** Use, evidence of consumption, possession, sale,or distribution of tobacco products, including smokeless tobacco **Example:** Smoking cigarettes, chewing tobacco, vaping, selling tobacco products on campus, or demonstrating signs of consumption (i.e., smell of tobacco, impaired coordination, or possession of tobacco-related paraphernalia)
vandalism or damage to property	**Definition:** the willful destruction or defacement of school or personal property **Examples:***:* breaking windows, graffiti, damaging desks or lockers, or damaging a peer's belongings, writing or scratching on walls, chairs, desks; purposely destroying student work, school property, or posters on the wall, picking off paint, ripping bulletin boards, inappropriate words/pictures on public display, destroying technology
violation of civil ordinances while under school authority	**Definition:** breaking local laws or rules while you are at school, on school grounds, or during any school activity where the school is responsible for your safety and behavior **Examples:** shoplifting while at lunch, trespassing on private property.

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.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain their view of the underlying facts. After that informal hearing, the principal or assistant principal will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and their parents will be given written notification of the suspension within one day, setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 10 calendar days after receipt of the suspension notice, to the Superintendent/Designee. A private hearing will be held. The request for an appeal must be in writing. During the appeal process the student shall not be allowed to remain in school. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

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

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or the student's parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved, either by reinstatement, suspension, or expulsion.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal, or assistant principal may remove the student from any curricular or extra-curricular activity or from the school premises. A teacher may remove the student from any curricular or extra-curricular activity under the teacher's supervision, but not from the premises.

If the emergency removal exceeds one on school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or a designee, and may challenge the reasons for the removal or otherwise explain their actions.

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three, nor no later than five school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by their parents, legal counsel, and/or by a person of the student's choice at the hearing.

In accordance with *Board Policy 5610 – Removal, Suspension Expulsion, and Permanent Exclusion of Students*, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 14 calendar days after the Superintendent/Designee notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations, including use or possession of alcohol or drugs, may result in revocation of the student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the College Credit Plus Program at the time the expulsion is imposed.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA) and, where applicable, the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

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 will decide whether or not to suspend the student's bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, the student and their parents will be notified, in writing and within one day, of the reason for the suspension and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or a student's property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

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 District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extra-curricular 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.

INTERROGATION OF STUDENTS

Little Miami Schools 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.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, unless extenuating circumstances dictate that this not be done and the building administrator (or a designated guidance counselor) will remain in the room during questioning. If law enforcement or children's services agency removes a student from school, the building administrator will attempt to notify a parent.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

a. Material cannot be displayed if it:
    a. is obscene to minors, libelous, or pervasively indecent or vulgar;
    b. advertises any product or service not permitted to minors by law;
    c. intends to be insulting or harassing;
    d. intends to incite fighting; or
    e. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

b. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

TRANSPORTATION DISCIPLINE

PAX School Bus Expectations

Be Respectful	Be Responsible	Be a Problem Solver
• 3 inch voice • Sit in your assigned seat • Stay seated • Keep hands, feet, and objects to self • Wait in line • Respond positively to driver's directions	• Pay attention to the bus driver's signal and look both ways before crossing road • Keep objects in bookbag • Keep body and belongings inside the bus	• Get on/off at your stop • Resolve and avoid conflicts with others • Be cautious and alert

Bus Transportation to School

The School provides transportation as required by State law. 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.

Student Conduct on District Managed Transportation

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. See Student Discipline Code for behaviors and/or types of misconduct prohibited on transportation.

Students must comply with the following basic safety rules:

1. Be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic; arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;

2. Wait in an area clear of traffic and refrain from exhibiting behavior at the bus stop that threatens life, limb or property of any individual; sit in assigned seats (drivers have the right to assign a student to a seat);

3. Go directly to their assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving; Students need to be seated in their assigned seat any time they are on the bus unless they are actively or unloading.

4. Observe classroom conduct, or the bus conduct established by administrators and transportation personnel and obey the driver promptly and respectfully;

5. Keep the vehicle clean and free of trip hazards;

6. Refrain from eating and drinking on the bus except as required for medical reasons or as permitted by the district for non-routine trips when supervised by an appropriate chaperone, school administrator or school personnel;

7. Refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident); remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and do not throw or pass objects on, from or into the vehicle; be courteous to fellow students and to the driver;

8. Treat equipment as one would treat valuable furniture in their home (damage to the school vehicle is strictly forbidden);

9. Refrain from using nicotine products on the vehicle or possessing alcohol or drugs on the vehicle; and

10. Carry on the vehicle only items that can be held in their laps or can otherwise be stored on the vehicle in accordance with State law.

After boarding the bus, students should sit in their designated seat. Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must

wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves. It is the parents' responsibility to inform the 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. Drivers will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

Video Surveillance and Electronic Monitoring 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 the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Transportation Infractions

A student who misbehaves on a school vehicle shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on a school vehicle. (See Suspension of Bus Riding/Transportation Privileges, above). The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.