LITTLE MIAMI MIDDLE SCHOOL

"HOME OF THE PANTHERS"

STUDENT HANDBOOOK 2026-2027

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Sarah Fox	6th Grade Counselor
Stacey Copeland	7th Grade Counselor
Andrea Wall	8th Grade Counselor
Matt Louis	Athletic Director
Rob Mason	Assistant Athletic Director
Kassidy Vernon	Building Secretary
Holly Hardin	Building Secretary
Emily Wills	Building Secretary
Kaitlyn Landacre	Nurse

This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student but only reflects the current status of the Board's policies and the school's rules. If any of the policies referenced herein are revised, the language in the most current policy prevails. Copies of current Board policies are available on the district's website. While every effort is made to ensure the accuracy of the information provided, the school reserves the right to make changes at any point in time without prior notice.

Board Members: David Wallace, Diane Horvath, Wayne Seibert, Mandy Bullock, & David Whiting

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

988 SUICIDE AND CRISIS LIFELINE

988 Suicide & Crisis Lifeline

Those experiencing a mental health crisis, and their loved ones, can reach out to the 988 Suicide & Crisis Lifeline through call or text to 988 or chat online at 988Lifeline.org. This easy-to-remember three-digit number ensures confidential, cost-free, 24/7 support for Ohioans experiencing mental health crises.

988 establishes a direct link to empathetic, easily accessible care and support for individuals facing emotional distress, such as thoughts of suicide, mental health or substance use crisis, or concern for a friend or family member. Ohio's 988 plan is an integral component of the state's broader commitment to delivering high-quality, person-centered crisis aid in communities statewide.

Remember, there is hope and the lifeline is effective. You're not alone during times of crisis.

What Happens When I Call 988?

First, you'll hear a message telling you that you've reached the 988 Suicide & Crisis Lifeline. You'll then listen to hold music while you're being connected with a trained crisis worker at the crisis center closest to you. This person will ask you to describe your crisis, listen to you, provide support, and share any resources that may be helpful.

To learn more about 988, scan the QR code

Table of Contents

Topic	Page
Message from Principal	7
People Who Can Help You	7
District Administrative Staff	8
Foreword	8
Mission Statements	9
Equal Education Opportunity	9
Arrival and Departure	9
School Day	10
Student Rights and Responsibilities	10
Student Well-Being	10
Drug Prevention Memorandum	10
Injury and Illness	11
Section I: General Information	12
Enrolling in the School	12
Withdrawal from School	13
Change of Address	13
Scheduling and Assignment	13
Immunizations	13
Emergency Medical Authorization	14
Use of Medications	14
Control of Casual-Contact Communicable Diseases	14
Control of Direct Contact Communicable Diseases	15
Control of Blood-Borne Pathogens	15
Students with Disabilities	15
Homeless Students	16
Children and Youth in Foster Care	16
Protection and Privacy of Student Records	16
Parent Rights and Access to Instructional Materials	17
Student Fees and Fines	17
Student Fundraising	18
Meal Service	18
Safety and Security	19

Topic	Page
Surveillance Cameras	19
Fire, Tornado, and Safety Drills	19
Emergency Closings and Delays	19
Preparedness for Toxic and Asbestos Hazards	20
Visitors	20
Media Center	20
Use of School Equipment and Facilities	20
Restrooms, Locker Rooms, Shower Rooms, & Changing Rooms	21
Lost and Found	21
Use of School Telephones	21
Messages	21
Student Deliveries and Item Drop Offs	21
Supplies	21
Personal Communication Devices	21
Postings	22
Lockers	22
Section II: Academics	23
Course Offerings	23
Field Trips	23
Grades	23
Grading System	23
Grade Point Average	23
Grading Periods	23
Promotion, Acceleration, and Retention	24
College Credit Plus	24
Career Advising	24
Recognition of Student Achievement	25
Homework	25
Student Technology Acceptable Use and Safety	25
Student Assessment	29
Section III: Student Activities	30
School Sponsored Clubs and Activities	30
Non-School Sponsored Clubs and Activities	30
Athletics	30

Topic	Page
Academic Eligibility	31
Leadership	31
Student Employment	31
Student Attendance at School Events	31
Section IV: Student Conduct	32
Attendance	32
Warren County Schools County-Wide Attendance Policy	32
Late Arrivals/Early Dismissals	32
Off Campus Leave	32
Absences	33
Attendance Interventions and Strategies	33
Ongoing Monitoring	33
Chronically Absent	33
Attendance Concern Letter	34
Habitual Truancy	34
School Procedures for Attendance	34
Excused Absences	34
Religious Expression Days	35
Drivers Education	35
Extra-Curricular Activities	35
Suspension from School	35
Excused Absences – Medical	35
Make-Up Work Following an Excused Absence	36
Unexcused Absences	36
School Procedures for Unexcused Absences	36
Tardiness	36
Prearranged Absences	37
Release Time for Religious Instruction	37
LMMS Code of Conduct	37
Code of Conduct's Purpose	37
Expected Behaviors	37
Classroom Environment	38
Dress and Grooming	38
Gangs	38
Care of Property	38

Topic	Page
Code of Conduct – Cafeteria/Food Service	38
Code of Conduct - Activities	39
Code of Conduct – Off Campus	39
Bullying/Harassment and Intimidation	40
Protection of Individual Beliefs	44
Title IX Sexual Harassment	44
Zero Tolerance	44
Student Discipline Code	44
Discipline	50
Informal Discipline	50
Formal Discipline	51
Due Process Rights	52
Suspension from School	52
Emergency Removal	52
Expulsion from School	52
Discipline of Students with Disabilities	53
Suspension of Bus Riding/Transportation Privileges	53
Search and Seizure	53
Interrogation of Students	54
Students Rights of Expression	54
Section V: Transportation	55
Bus Transportation to School	55
Student Conduct on District Managed Transportation	55
Video Surveillance: Electronic Monitoring on School Buses	56
Penalties for Transportation Infractions	56

Message From the Principal

I welcome each student and family to Little Miami Middle School. I am looking forward to an exciting and enjoyable 2026 - 2027 school year. An excellent school is a place where students are challenged academically in a nurturing and supportive environment. Students, you will be expected to give your full cooperation, interest, and enthusiasm in the classroom and in your extracurricular activities. Your active and positive participation in clubs, organizations, and other special events will greatly improve your middle school experience. The faculty, staff, and administration will work together to provide a safe, productive learning environment.

We have high expectations for you, and our philosophy is that school is a workplace for students. We expect you to be proud of your school, to be respectful of the staff and your fellow classmates, and to represent your school with class and dignity. Most of all, we expect you to learn the necessary skills needed for you to be successful in your future. Throughout this school year we encourage you to develop positive life skills for the future. As a new student in a new school environment, you may find things unfamiliar and difficult at first; but with everyone's help and your positive attitude, you will soon adjust to the new rules and the new setting.

This Student/Parent Handbook has been prepared for your information to help you become accustomed to the spirits, ideals, and objectives of Little Miami Middle School. The entire middle school is dedicated to the purpose of developing minds and building skills for the present and future lives of our students. With this in mind, it is necessary to have clearly defined rules and regulations to ensure each individual has the opportunity to benefit from our programs. The policies, regulations, and rules in this handbook are designed and adopted to help students develop positive work habits. Please read it carefully and ask questions regarding information that is unclear.

As you go through life, you will always be preparing for the future while remembering the past. We hope that you find Little Miami Middle School as a time filled with fun, yet challenging experiences. As building principal, my door will be open to any student. Please don't hesitate to talk with me regarding questions or concerns you may have.

Have a successful year!

Mrs. Elyse Parker, Principal

People Who Can Help You

Your Principal and Assistant Principals

The principals are responsible to the Superintendent of Little Miami for proper administration of Little Miami Middle School. It is their duty to organize, supervise, and administer all affairs of the school as they affect students, teachers, and patrons. They will be glad to help you with any of your problems.

Your School Counselor

The function of the counselor is advisory, not disciplinary. In general, the school counseling program at Little Miami Middle includes educational, personal, social, and vocational counseling. The school counselors are involved in the implementation of the following services: information, pupil appraisals, records and registration, group school counseling, parent conferences, resource coordination, class scheduling, placement, and career education. The school counselors are the building 504 coordinators. You may make appointments to consult with your counselor on problems having to do with your school work, course selections, group or social issues, personal issues, or schedule changes. In addition, counselors spend time in individual classrooms. Parents can contact the school counselor by calling the school.

Your School Nurse
The school nurse is available to help you at school with medical emergencies and will work closely with your parents and physician in administering prescribed medication.

Your Teachers:
Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes. They are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any policies set forth by the administration. Your teachers are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education.

District Administrative Staff

Regina Morgan	Superintendent
Marla Timmerman	Assistant Superintendent
Terry Gonda	Treasurer
Jamie Miles	Executive Director of Student Services
Melissa Buckalew	Director of Special Education
Stephen Collins	Executive Director of Technology
Ron McWhorter	Director of Food Services
Mike Malone	Executive Director of Human Resources
Travis Showers	Director of Administrative Services
Kerstyn Pou	Community Relations Director
Joe Smith	Campus Safety and Security Director
Ciara Worsham	Transportation Director

Foreword

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies, the policies shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parent to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your school counselor or principal who you will find listed on the cover of the handbook.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the Little Miami Middle School's rules as the approval date listed on the cover. If any of the policies referenced herein are revised after that date, the language in the most current policy or prevails.

Copies of current Board policies are available from the building principal and on the District's website.

District Mission Statement

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.

Building Mission Statement

Little Miami Middle School is dedicated to the community and to the individual and educational needs of all students. Through a safe and creative environment, students are challenged with a rigorous curriculum that provides the necessary skills to become contributing members of society. The staff recognizes the importance of a collaborative approach with the community as an essential element to the success of the students entering their adult lives.

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 Policy 2260 – Nondiscrimination and Access to Equal Education Opportunity*.

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 Compliance Officer(s):

Title IX Coordinators and Civil Rights Compliance Officers:

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

Complaints will be investigated in accordance with the procedures described in *Board Policy 2260 – Nondiscrimination and Equal Access to Education Opportunity* and page 44 of this handbook. 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. See also: Policy *5517: Anti-Harassment*

Arrival and Departure

The student's day begins at 7:20am and ends at 2:00pm This applies to the parking lot and the school building. Car riders may enter the cafeteria beginning at 6:40am. Anyone needing to arrive earlier for any reason must secure permission from the principal. No student may leave the school grounds once he/she has arrived, and no student is to loiter outside the building or adjacent property before or after school. Any student who is in the building past 2:00 P.M. should be under the direct supervision of a coach, teacher, or advisor. Unsupervised students will be considered loitering.

School Day

Cafeteria doors open for car rider drop off:	6:40am
Buses drop students/all doors open for car rider drop off:	7:10am
AM Tardy Bell:	7:20am
PM Dismissal Bell:	2:00pm

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of the student's behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from their counselor or school principal.

Student Well-Being

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, the student must notify a staff person immediately. State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the LMMS office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the LMMS office.

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 and Drug Abuse
2. Bethesda Drug and Alcohol Treatment Center

Injury and Illness

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

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the Little Miami's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

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/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.

Nonprescribed (Over the Counter) Medications

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 (see *Use of Medications).* Students are permitted to bring cough drops to school if needed.

Students may not possess nonprescribed medication without a physician order and parent authorization. Students may not distribute medication of any kind. Possession and/or distribution of medication violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Vision and Hearing Screenings

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.

Section I: General Information

Enrolling in the School

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.

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 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 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.

In addition, 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.

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.

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.

Withdrawal from School

Should you need to withdrawal a student from LMMS, please note the following information:

- Email (MSOffice@lmsdoh.org) or call (513-899-3408) the school office to let them know as early as possible that your child will be withdrawing.
- A school official will contact you to explain the withdrawal procedures.
- All fees must be paid before your child's transcripts/grade cards can be sent to the new school.
- If your child plans to enroll in an online/community school (GOVS, OVA, etc) they must continue to attend LMMS until a release is received from the new school. If your child does not attend school, they will be marked absent unexcused.

School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within five (5) days of the parents' notice or request, except as permitted by law. (See *Board Policy 8330 – Student Records*)

Change of Address

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. By creating a uniform procedure change of address, Little Miami continues in its efforts to ensure the safety of children in our community.

Scheduling and Assignment

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

Immunizations

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 new each 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.

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.

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 request 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.

Student Fees and Fines

Fees are collected to cover the cost of consumables and other initiatives which support the curriculum and instructional programs. Fees are approved by the Board of Education and should be paid prior to the opening of school. School fees for the 2026-2027 school year are course specific and can be found in the 2026-2027 Middle School Course Description Guide which is located on the middle school website.

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

Grade 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.

All fees must be paid in the main office from 6:30 pm – 2:45 p.m. or can be paid online. The school office is closed during the summer.

Student Fundraising

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

Meal Service

Students are given a thirty-minute lunch period. Lunch costs are set by the Board of Education. Middle school students may purchase plate lunches or buy a la carte. 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 at the Middle School. 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. Students will still be able to pay cash on a daily basis as they have in the past. However, change will NOT be given back to your child. Any remaining money will be deposited on his/her account for future use. 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 insuring your child's privacy.

Here are the guidelines students are to follow in the school cafeteria to make our lunch time a pleasant experience:

1. Wait your turn in line. No cutting in line.
2. Throw nothing.
3. Use a normal tone of voice and speak to those people at your table only. No shouting across tables.
4. Remain at your assigned table and stay seated until dismissed to throw out trash.
5. Take no food or drinks from cafeteria.
6. Remain in the cafeteria unless you have obtained a pass to leave.
7. No running, horseplay, physical contact (arm wrestling) etc.
8. All students are asked to cooperate in keeping the dining area as clean as possible for the people who have yet to eat.
9. In general, students are to display the same conduct and manners expected at home.

A student who fails to follow the cafeteria rules may be assigned a different seat, removed from the cafeteria, or given discipline.

Cafeteria Prices for Middle School:
Breakfast: $1.70
Lunch: $2.90 - $3.30

Safety and Security

A. All visitors must report to the office when they arrive at school and sign in using the kiosk with a government-issued photo ID.
B. All visitors are given and required to wear a visitor pass while they are in the building.
C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
E. Outside doors are locked during the school day.

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

LMMS complies 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 Middle School 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.

Visitors

Visitors must report to the office upon entering the building to sign in using their government issued photo ID and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal.

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

Students 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.

Media Center

Little Miami's mission is to foster the learning of our K -12 students by providing age-appropriate reading resources that align with Ohio Learning Standards, Ohio Library Guidelines and the American Library Standards. To meet these goals, each media center building collaborates with instructional curriculum to support and enhance classroom curriculum by using technology and information literacy skills. In addition, each school building's media center's collection development process includes individualized steps for selection and evaluation of quality titles to ensure their age appropriateness, if they supplement the learning curriculums, as well as their alignment with student reading interests.

The LMMS Library Catalog can be viewed here.

Little Miami Middle School's media center is open to all students within the building. As a parent/guardian, if there are Library books you prefer your child not check out, you may complete the Library Book Opt-Out Form and submit it to your student's Media Center Specialist or Principal. Upon submission of the Opt-Out Form, please have a conversation with your child to ensure they are aware the form was submitted. Once the form is received, your student's Media Center account will be updated to indicate your request.

Use of School Equipment and Facilities

Students may have access to the building (any in school district) before or after regular hours only when they are with an official school supervisor. Students may not be in the building or on campus waiting for an activity without being supervised by a staff member. Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

Restrooms, Locker Rooms, Shower Rooms and Changing Rooms

Restrooms, locker rooms, shower rooms, and changing rooms are for the exclusive use of the male or female biological sex of each student in a school building or facility used by the school for a school-sponsored activity

Lost and Found

A lost and found box is kept in the commons / cafeteria. Students who have lost items should check there. Unclaimed items will, at the end of each quarter, be donated to a charity.

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. Staff members will utilize professional discretion facilitate phone calls for students on a case-by-case basis.

Messages

Students have access to email throughout the day on their devices. Parents are encouraged to message students through their school email. For safety and security purposes phone messages will not be taken for students because secretaries have no way of verifying who is on the phone. We do realize that emergencies arise, and we will make all attempts to deliver urgent messages to our students, however, we do ask that you email the school from the email on file before 1:00 pm. Due to time constraints we cannot guarantee messages can be delivered after that time. Emails will only be accepted if they are sent from the email address we have on file for the parent/guardian.

Student Deliveries and Item Drop Offs

To avoid interrupting classes we do not call students down for dropped off items. Items will be dropped off at the table in the office and students can get them in-between class periods. If your student does not know that the item is being dropped off, you may email them and let them know to pick it up. Your student's email is lastnamefirstname@lmsdoh.org. If the item is not picked up it will be delivered to the student at lunch, or at one of the other designated delivery times throughout the day. These times are flexible based on the availability of staff to make deliveries. Students are not permitted to receive deliveries from services such as Door Dash during the school day. Arrangements for personal deliveries of a non-academic nature should be arranged to take place at the student's home address. We cannot interrupt academic learning time to deliver flowers, candy, birthday balloons, etc. The potential for hundreds of daily interruptions throughout the year exists and cannot be handled by the educational and support staff. If a delivery of this type is made, parents may be called to transport items home.

Supplies

Students may buy pencils, pens, and paper before school and between classes in the main lobby.

Personal Communication Devices

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.

Middle School students (6-8) may bring a PCD to school; however, the PCD must be turned off and stored in a locker/backpack upon arrival to school and remain there until the end of the school day. As long as they do not create a distraction, disruption or otherwise interfere with the educational environment, middle school students may use PCDs during after-school activities (e.g., extra-curricular activities) and/or at school related functions after the school day.

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.

Students and parents are encouraged to communicate through the school email system using their student devices.

Postings

All postings (photographs, posters, flyers, etc.) must be approved by an administrator and may not be put up in the academic wing except in designated areas when given permission by an administrator.

Lockers

Each student will be assigned a locker (school and /or PE) with a combination lock for the storage of books, coats and other personal items. Students are required to lock their lockers at all times. The school DOES NOT assume responsibility for students' possessions. Under no circumstances, should a student leave money or other valuables unsecured in their locker. The replacement lock fee is $5.00. Students are not permitted to put their own locks on lockers. Such locks will be removed. The only items that should be placed in school lockers are schoolbooks or supplies; lunches, and personal items needed for school. All sports equipment must be appropriately stored and may not be carried through the school. The Board of Education reserves the right to search any pupil's locker and the contents of that locker if the principal reasonably suspects that the locker or its contents contains evidence of pupil's violation of a criminal statute or school rule. Searches may include the use of drug dogs.

Section II: Academics

Course Offerings

Little Miami Middle School's course offerings provide both academic challenge and the opportunity for success for all students. *The LMMS Course Selection Guide* can be found online.

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 extra-curricular 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

Grades

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

Grading System

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = 0 – 59%

Grade Point Average

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half (.5) credit course with an earned grade of a C would be .5 x 2 = 1. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

Grading Periods

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.

Promotion, Acceleration, and 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.

College Credit Plus

Any student in grades seven through twelve may enroll in a College Credit Plus Program provided the student meets the requirements established by law and by the participating college or university. This program may be taken for college and high school credit. Counseling services are provided to students prior to their participation in the program thus any interested students must meet with their counselor to explore this option by April 1 each year. Written notice of intent to participate must also be sent to the principal between February 15 and April 1 of the year in which the student wishes to enroll. If a student fails a CCP course, the student or parent(s) may be responsible for all costs associated with the course. A student will be denied high school credit for any portions of or for the entire class if taken during a period of expulsion.

Career Advising

Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options (See Board Policy *2143– Career Advising*).

Recognition of Student Achievement

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to:

- academic excellence
- community service
- perfect attendance
- cocurricular participation (band, choir, etc)
- extracurricular participation (athletics, intramural activities, other groups or clubs, etc.)

Athletic Awards

Requirements for athletic awards are developed by staff in the athletic department. Student athletes interested in such awards should consult with the appropriate coach.

Special Awards:

Each school may submit to the Superintendent recommendations for special recognition of any student or group of students who demonstrate accomplishments that benefit the District or the community.

Homework

Homework will be assigned. The definition of homework is any assignment that is not initiated in class and is given as an assignment that will be completed at home. Work initiated in class may also be completed at home but would be considered classwork for grading purposes."

The Little Miami Board of Education believes that homework that is properly designed, carefully planned and geared to the development of the individual student meets a real need and has a definite place in the educational program. Homework should be assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.

The homework grade is not to exceed 10% of the final grade. The definition of homework is any assignment that is not initiated in class and is given as an assignment that will be completed at home. Work initiated in class and completed at home would be considered class work.

Homework will not be used for disciplinary purposes. The amount and type of homework given is to be decided by the classroom teacher, within the framework of overall instructional plans.

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.

S. 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

Users shall report any security problem or misuse of the network to the teacher or building administrator.

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
Fall High School OST	December 2 – January 6
Spring OSTs for ELA	April 12 – April 30
Spring OSTs for Math, Science, & Social Studies	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 accessed through Progress Book.

Section III: Student Activities

School Sponsored Clubs and Activities

A number of school related groups and activities have been organized for the participation of the student body. This gives students the opportunity to broaden their learning through curricular and extra-curricular related activities. For information about sponsors, membership and meeting times, students should consult the appropriate advisor, coach or sponsor.

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

School groups meeting in the school building or on school grounds are limited to groups recognized as part of the school's educational program. Each group must have an activity sponsor or coach from the staff. The building principal has the authority to cancel or restrict any program, meeting or activity that is a threat to the health and welfare of others, a potential disturbance to the educational process or that lacks organized planning on the part of the group sponsoring the activity.

A performance (athletic event, contest, play, concert, etc.) has priority over a practice or rehearsal. When two events of equal value conflict, the student may participate in the event of his/her choice without fear of penalty or consequence. Students are to inform coaches/advisers/teachers of the conflict as soon as they become aware of them.

Non-School Sponsored Clubs and Activities

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

Athletics

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

Academic Eligibility

Students participating in school sponsored activities must follow the Ohio High School Athletic Association eligibility standards. Students can also talk with the athletic director or activity sponsor if they have questions about eligibility.

Leadership

Roles of leadership in the school and/or in these groups where students are selected or elected by their classmates and/or teachers are considered an honor. The Board feels that a student assuming this responsibility of leadership also assumes an obligation to set a correct example for his/her peers in behavior. Any student who has had discipline, attendance, and/or academic issues during the previous or current school year may not be eligible for these roles of leadership within the school. Additionally, any violation of the "Code of Conduct" will result in the usual penalties being applied, but any penalty resulting in the student being expelled or suspended may also call for the automatic removal of that student from any honorary position held, or from consideration for any such honor for that school year. Students are only permitted to be on campus before or after school hours with staff supervision and if participating in supervised activities.

Student Employment

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, the student must first contact their counselor to discuss any legal requirements and to obtain any required documents.

To obtain a work permit, you will need the application for minor work permit form which includes: student/applicant information, the pledge of employer form, and the physician's certificate for minor work permit. These forms should be completed by student, parent, employer, and physician prior to submitting to the school office for processing. Blank work permit forms or completed work permits can be picked up from the office. If you have any questions, contact the office.

Student Attendance at School Events

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

Section IV: Student Conduct

Attendance

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. Any student arriving at school or their assigned seat in the classroom after 7:20 A.M. must report directly to the attendance office to obtain a tardy slip.

The tardy slip must be presented to the teacher to be admitted to class. The school attendance officer will track tardies and report to the administration.

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.

Off Campus Leave

Students that sign "in and out" during the normal course of the school day will be marked as "At other location" and will be excused or unexcused based upon the reason for the leave from school property. Please refer to the policy on attendance to determine if this time out of school is excused or unexcused.

Students that are involved in College Credit Plus programming, school sanctioned activities, religious instruction release time, and modified academic school schedule must sign in and out in the attendance office and comply with school rules regarding their programming.

Absences
Students who miss school are required to have their parent/guardian contact the attendance office on or before 8:00 A.M.

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.

Drivers Education
High School Students to be excused from school for the sole purpose of attending a driver's education course, up to a maximum of eight hours (no more than two hours per day for up to four nonconsecutive days). Students will be required to complete any missed classroom assignments.

Extra-Curricular Activities
In-state/out of state events sponsored by the district may be considered instructional opportunities for students. The superintendent or designee may determine under what conditions these opportunities allow for a participating student to be marked as "present" for school.

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:

1. When an absence occurs, the student will be given the opportunity to make up any work he/she missed.
    a. The teacher and student will work together to make arrangements with their teachers relative to all make-up work.
    b. The make-up assignment may be different from what was required of students who were present.
    c. The general rule is the length of make-up opportunity is equivalent to the length of the absence, but teachers and students should work together to create a reasonable timeline.
    d. Student make-up work may be requested once a student has been absent for three full days or more. For absences less than three days students will collect their work from their teachers when they return.

Homework requests should be left on the attendance line when calling your child in absent at 513-899-3408.
Note: A student who is habitually absent and makes no effort to make up assignments must expect a lower grade than a student who attends regularly and contributes to class day after day.

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 Middle School 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.*

LMMS 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.

Expected Behaviors
Students are expected to:

- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family, and in the school

Classroom Environment
It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- a teacher to communicate effectively with all students in the class; and
- all students in the class the opportunity to learn.

Dress and Grooming
Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Students should consider the following questions when dressing for school:

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

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

Gangs
Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations, or related activities that are likely to cause harm or personal degradation are prohibited.

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

Care of Property
Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. LMMS cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

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

Code of Conduct – Cafeteria/Food Service
Students are expected to follow all rules from the student code of conduct in the cafeteria. Ordering food for delivery is prohibited. Visitors will not be allowed to eat in the cafeteria. Water is only permitted drink students can consume in hallways and classrooms which could include a clear bottle or spill-proof bottle. During the student's designated breakfast or lunch attending in the cafeteria, a variety of beverages such as milk, juice, or soda are allowed. No open food may leave the cafeteria. Application of consequences at any level of offense will remain at the discretion of the administration.

Code of Conduct – Activities

Since attendance is a very important part of any activity, students will be expected to participate in meetings, performances, and practices according to the activity's attendance policy. If it is necessary to be absent at any time, the students will be expected to notify the coach or advisor.

1. Equipment - Students are responsible for all equipment issued to them. Students will be given a two-week period to return all equipment at the conclusion of a season or activity. After two weeks the student will be charged for the cost of the equipment and may be denied participation in future athletics or activities until restitution has been made. Students who have outstanding charges for equipment may not receive awards and may not attend the banquet until all charges have been cleared or the equipment has been returned.
    a. A student or parent must pay for the replacement of any lost, stolen, or damaged items or equipment according to the CURRENT REPLACEMENT COST.
2. A student shall not engage in any criminal activity or violations of civil law.
    a. Recognizing the varying degrees of severity of violations (misdemeanors vs. felonies), consequences for involvement may result in a minor reprimand up to the denial of participation in activities for one calendar year. Consultation with the coach or advisor, the athletic director and the administration will take place before a denial of participation is invoked.
3. All participants are expected to behave in a manner that reflects positively on the school and their team. Behavior that is inappropriate would include the following:
    a. Repeated truancy from class or school.
    b. Acts of vandalism or abuse of school property.
    c. Repeated violations of school rules or chronic incorrigible behavior.
    d. Abusive language, gestures or profanity (including social media).
    e. Behavior, attitude, or unsportsmanlike conduct at or during an athletic contest, practice or school-sponsored event.

**The penalties will be determined by the coach/advisor, athletic director, and/or administration.*

4. Comply with all additional training rules or other requirements as set forth by the coach or advisor.
5. Once teams have been selected/cut, a student athlete who quits one team cannot join another.
6. Athletes must meet all OHSAA and District requirements for eligibility.
7. Athletes must pay all pay-to-participate fees prior to the start of each athletic season.

Code of Conduct – Off Campus

Misconduct against a school official or employee or the property of such a person regardless of where it occurs: Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials, employees, or other students. Examples of misconduct include but are not limited to vandalism, destruction of property, harassment (of any type), and assault (verbal or physical). Misconduct by a pupil that occurs off of school property but is connected to activities or incidents that occurred on property owned or controlled by the District:

Students may be subject to discipline for their misconduct, even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Code of Conduct.

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.

1. **Arson** – Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

2. **Assaults/Fighting** – Fighting is treated seriously at the secondary level because the size and strength of older students increases the risks of serious harm to one or both parties. This rule includes both the student initiating fighting and verbal assaults that result in fighting or retaliation. Examples may include but are not limited to pushing, shoving, punching, or physically attacking another student.

3. **Bomb Threat** – Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. Examples may include but are not limited to calling in a threat of an explosive device or writing threatening notes.

4. **Cheating, Plagiarism or Academic Dishonesty** – The attempt of any student to present as their own work that which they have not produced is regarded as a serious offense. Students are considered to have cheated, for example, if they copy the work of another or use unauthorized notes or other aids during an examination or turn in as their own a paper or an assignment written, in whole or in part, by someone else. Students are guilty of plagiarism, intentional or not, if they copy material from books, magazines, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them. Examples may include but are not limited to copying another student's homework or submitting an internet article as one's own work.

5. **Disobedient, Defiant, Dishonest or Disruptive Behavior** – No student shall at any time show disrespect to any teacher, administrator, staff member, or student. Examples could be making disparaging (degrading) remarks (this includes social media), being outwardly sarcastic, saying things to achieve a derogatory effect, and arguing with school staff in front of others. Students are expected to follow reasonable requests by staff while under the authority of the school. Examples of reasonable requests include expectations to follow typical expectations of being a student such as following school rules, completing work, participating in class, and following directions. Students shall not be involved in activities including, but not limited to cheating, plagiarism, misuse of privileges, forgery, improper collusion or falsification of information. A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. A student shall not cause interference with curricular or extracurricular activities. Examples may include but are not limited to arguing with a teacher in front of the class, refusing to follow a directive, or spreading false rumors.

6. **False Alarm/Inciting Panic** – No student will incite panic or cause a false alarm through words, actions, or misuse of emergency management systems. This includes any threat (verbal, written, or electronic) by a person that causes panic, fear, or disruption to the educational environment. Examples may include but are not limited to pulling a fire alarm without cause or making a false bomb threat.

7. **Gambling** – Students shall not engage in any form of gambling. Possession or use of playing cards while in session is prohibited. Examples may include but are not limited to playing dice games for money or betting on sports games.

8. **Gang Memberships or Active Displays of Gang Related Behavio**r – No student shall disrupt the learning environment or the school experience for staff or student through wearing of gang colors, gang clothing, gang tattoos or insignia, use of gang graffiti, gang symbols, gang hand signs, or participating in any activity related to or associated with a gang. Examples may include but are not limited to displaying gang signs or wearing gang-associated bandanas.

9. **Harassment, Intimidation, and Bullying** – Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that:
    a. A student or group of students exhibited toward other particular student more than once and;
    b. The behavior both causes mental or physical harm to the other student; and

c. 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.

These behaviors may also occur by an act of electronic means committed through the use of a cellular telephone, personal communication device, or other electronic communication device. Individuals or groups can perpetrate bullying. Bullying takes many forms, and can include different behaviors, such as physical violence and attacks, verbal taunts, name-calling and put-downs, threats and intimidation, extortion or stealing of money and possessions, and exclusion from the peer group. *Examples may include but are not limited to repeated*: verbal taunts & name calling, threats, extortion, exclusion from peer groups, stealing possessions, physical violence sharing embarrassing photos, or cyberbullying via social media.

10. **Hazing -** Performing any act, or coercing another, including the victim, to perform any act, of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule. Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. Examples may include but are not limited to coercing new members of a sports team to perform a potentially harmful act.

11. **Horseplay or Inappropriate Contact** – Contact between students that does not escalate to the point of assaults, fighting, harassment, intimidation or threats. This can include "play" fighting, wrestling, pushing, and general touching involved in student interactions. These interactions tend to be over quickly and do not escalate. Examples may include but are not limited to shoving a friend in the hallway or roughhousing at recess.

12. **Inappropriate Display of Affection** – Inappropriate affectionate behavior while in school or attending school events that go beyond what is publicly acceptable for peer interaction. Examples may include but are not limited to prolonged hugging or kissing in the hallway.

13. **Inappropriate Use of Technology** – All technology must be used appropriately and according to the directions of school personnel. Any technology that disrupts academics will be confiscated and may result in additional discipline. Contents of electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Examples may include but are not limited to taking pictures without permission or playing games during class.

14. **Insulting, Demeaning, or Disrespectful Behavior** – Annoying, attacking, demeaning, or insulting another student using physical, verbal, written, or electronic actions. Examples may include but are not limited to teasing, name calling, or spreading rumors.

15. **Knowledge of Dangerous Weapons or Threat of Violence** – Students, staff members, and visitors are entitled to function in a safe school environment thus students are required to report knowledge of dangerous weapons or threats of violence to an administrator. Failure to report such knowledge may subject the student to discipline. *Examples may include but are not limited to:* knowledge of a classmate with a knife on school property and hearing a peer make a threat to harm someone

16. **Out of Bounds, Loitering**, **or Elopement**– There is an expectation that students are in the appropriate place at the appropriate times based on their schedule and staff direction. Presence in areas during school hours or outside school hours where a student has no legitimate business without the permission of a school administrator or teacher is prohibited. Examples may include but are not limited to being in the hallways, bathrooms without permission, or outside of the building during class time.

17. **Racial or Ethnic Insulting, Demeaning, or Disrespectful Behavior** – Annoying, attacking, demeaning, or insulting another student using physical, verbal, written, or electronic actions on the basis of racial or ethnic background. Use of racial or ethnic slurs in any form will not be permitted. Examples may include but are not limited to using racial slurs, offensive jokes, or verbal/written/social media expressions.

18. **Suspected Bullying** – Suspicion of bullying which is defined as repeated and systematic harassment and attacks on others. Individuals or groups can perpetrate bullying. Bullying takes many forms, and can include different behaviors, such as physical violence and attacks, verbal taunts, name-calling and put-downs, threats and intimidation, extortion or stealing of money and possessions, and exclusion from the peer group. Bullying is persistent and targeted. Examples may include but are not limited to ongoing rumors or social media posts that degrade another student.

19. **Theft** – Theft is the unlawful taking of property belonging to another person. Examples may include but are not limited to stealing from another student's locker or taking items from a lost-and-found box without permission.

20. **Threats with Intent to Harm** – Statements or actions that clearly indicate intent to cause or try to cause harm. These would not include transient threats such as statements made in jest. Threats with intent to harm will typically be believable, achievable, and specific. Examples may include but are not limited to threatening to physically assault another student or threatening to bring a weapon to school.

21. **Threats without Intent to Harm** – Statements or actions that can cause alarm or make others uncomfortable but do not contain a credible (achievable) or realistic threat. These threats are often made in jest, exaggerations caused by emotion or emotional outbursts. These are typically transient threats. Examples may include but are not limited to saying "I'm going to kill you!" during a game or argument without actual intent.

22. **Tardy or Truant to Class** – Students are expected to be in class and ready to learn at the time that the bell rings. If students are not in the proper place, ready to learn (at their desk or designated area), they are tardy. Truancy is an unexcused absence from school. Examples may include but are not limited to skipping first period or consistently arriving late to class.

23. **Unwelcome Sexual Conduct** – 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 (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity). Examples may include but are not limited to sexual harassment, unwanted touching or making sexually suggestive comments.

24. **Use of Profanity or Obscenity** – Use 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 may include but are not limited to cursing at a teacher or sending explicit photos via text.

25. **Use, Possession, Sale or Distribution of a Firearm** – 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. Students are prohibited from possessing an object on school premises, in a school or a school building, at a school activity, or on a school vehicle that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm, or knowingly displaying or brandishing the object and indicating it is a firearm. Examples may include but are not limited to bringing a handgun, rifle, or look-a-like firearm to school property. *Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy JFCJ - in Dangerous Weapons in the School.*

26. **Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas** – 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 may include but are not limited to fireworks or homemade explosives.

27. **Use, Possession, Sale or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary or Poison Gas** – 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 may include but are not limited to:* razor blades, pepper spray, laser pointers, chemical agents, brass knuckles, switchblades, and knives.

28. **Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol** – Use, possession, sale or distribution of any controlled drug other than prescription medication that has been administered in accordance with the district's policies. Examples may include but are not limited to using or selling marijuana, or prescription pills not prescribed to the student.

29. **Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages** – Alcohol is prohibited in buildings, on school grounds and in any school vehicle. Examples may include but are not limited to bringing alcohol to a school dance or being under the influence at a school event.

30. **Use, Possession, Sale or Distribution of Tobacco Products** – This includes smokeless tobacco – Tobacco products are prohibited in the building, on school grounds and in any school vehicle. Examples may include but are not limited to smoking cigarettes in the bathroom or possessing a vape pen.

31. **Vandalism/Damage to School or Personal Property** – Vandalism is the willful destruction or defacement

of school or personal property. Examples may include but are not limited to writing graffiti on a bathroom stall or damaging another student's backpack.

32. **Violation of Civil Ordinances While Under School Authority** – All local laws and ordinances should be followed at all times. The school will cooperate and communicate with local law enforcement when needed. Examples may include but are not limited to shoplifting while at lunch or trespassing on private property.

33. **Vehicle - Assaults/Fighting** – Fighting is treated seriously at the secondary level because the size and strength of older students increases the risks of serious harm to one or both parties. This rule includes both the student initiating fighting and verbal assaults that result in fighting or retaliation. Examples may include but are not limited to fighting on a school bus or threatening another student on the bus.

34. **Vehicle – Disobedient, Defiant, Dishonest or Disruptive Behavior** – No student shall at any time show disrespect to any teacher, administrator, staff member, or student. Examples could be making disparaging (degrading) remarks (This includes social media), being outwardly sarcastic, saying things to achieve a derogatory effect, and arguing with school staff in front of others. Students are expected to follow reasonable requests by staff while under the authority of the school. Examples of reasonable requests include expectations to follow typical expectations of being a student such as following school rules, completing work, participating in class, and following directions. A student shall not cause interference with the ability of the driver to focus, for students to ride safely and comfortably, or disrupt the bus environment. Examples may include but are not limited to refusing to sit in a designated seat or shouting at the bus driver.

35. **Vehicle** – **Eating or Drinking on the Bus** – Eating and drinking on the bus is prohibited. Examples may include but are not limited to eating chips or drinking beverages on the bus.

36. **Vehicle – Horseplay or Inappropriate Contact** – Contact between students that does not escalate to the point of assaults, fighting, harassment, intimidation or threats. This can include "play" fighting, wrestling, pushing, general touching involved in student interactions. These interactions tend to be over quickly and not escalated. Examples may include but are not limited to wrestling with a friend on the bus.

37. **Vehicle – Leaving or boarding the bus without permission** – Students must ride their assigned bus at all times. Students should wait until given permission to board and stay on the bus until given permission to disembark. Examples may include but are not limited to getting off at the wrong bus stop or boarding a different bus without authorization.

38. **Vehicle – Bus Stops** – Students are to arrive on time to their bus stop and be ready to board when the bus arrives. Students are expected to follow the student code of conduct while at the bus stop. Examples may include but are not limited to fighting at the bus stop or littering.

39. **Vehicle – Bus Procedures** – Students are expected to follow all bus procedures. Students will follow driver hand signals, instructions and expectations about place of safety. A student shall not cause interference with the ability of the driver to focus, for students to ride safely and comfortably, or disrupt the bus environment. Examples may include but are not limited to refusing to sit down when the bus is moving or yelling at other passengers.

40. **Vehicle – Use of Profanity or Obscenity** – Use 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 may include but are not limited to cursing at another student on the bus.

41. V**ehicle –Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol** – Evidence of use, possession, sale or distribution of any controlled drug other than prescription medication that has been administered in accordance with the district's policies is prohibited in the building, on school grounds and in any school vehicle. Examples may include but are not limited to using or possessing marijuana on a school bus.

42. **Vehicle – Possession, Sale or Distribution of Intoxicating Alcoholic Beverages** – Alcohol is prohibited in the building, on school grounds and in any school vehicle. Examples may include but are not limited to drinking alcohol on the bus or bringing alcohol on a field trip.

43. **Vehicle – Use, Possession, Sale or Distribution of Tobacco Products** – This includes smokeless tobacco – Tobacco products are prohibited in the building, on school grounds and in any school vehicle. Examples may include but are not limited to smoking a vape pen on the bus.

44. **Vehicle – Vandalism or Damage to Property** – Vandalism is the willful destruction or defacement of school or personal property. Examples may include but are not limited to scratching a bus seat or writing on the walls of a school bus.

Discipline

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

Little Miami Middle School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the school. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two types of discipline are possible: informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

1. writing assignments
2. change of seating or location
3. lunch detentions
4. Friday school
5. In-school suspension

Friday School:
Friday School is scheduled most weeks in the classroom of the supervising Teacher. Friday School will be used as an alternative plan to improve behavior without having students lose instructional time. Friday schools can be given in lieu of an in-school or out-of-school suspension. Students assigned to Friday School will be sent to the office at 2:35 and be in attendance until 4:00 PM. Students must bring books and study materials and be engaged in school work the entire session. Students will conduct themselves in accordance with the School Code of Conduct. Transportation home from Friday school is the student's/parent's responsibility. Failure to attend an assigned Friday School, failure to bring study materials, or failure to abide by the Student Code of Conduct may result in an in-school or out-of-school suspension at the discretion of the administration. FAILURE TO SERVE WILL RESULT IN ADDITIONAL CONSEQUENCES.

In School Suspension (ISS)
Removal from regular school activities may result when a student is in violation of the Disciplinary Policy. School administrators may offer ISS which permits a student to attend school but is assigned to a supervised location. The student must do assigned schoolwork and may be required to do work beyond what is done in the regular classroom. Students must abide by the following rules:

1. Student must stay on task with work at all times.
2. No sleeping or laying head down.
3. No food/drink (except during breaks).
4. Cell phones, personal music devices, cameras, and other electronic devices are prohibited. ISS supervisor has a right to claim any item deemed disruptive.
5. No talking or passing notes.
6. Adhere to all reasonable requests of the ISS supervisor.

**The student must report to the ISS room as directed and remain there until released. Failure to comply with the above and any other regulations of LMMS may result in OSS.*

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

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to a formal hearing with the Superintendent or designee prior to removal. During the formal hearing, the student will be notified of the charges and given the opportunity to respond.

As an option to avoid an out of school suspension, students may be assigned to an Alternative Education Setting. This discipline is designed to restrict student activities during a school day or possibly after school hours. Time and location will be determined at the time of discipline.

Students involved in co-curricular and extra-curricular activities, such as band and athletics, can lose their eligibility for violation of the school rules. If a student commits a crime while under the school's jurisdiction, the student may be subject to school disciplinary action, as well as action through local law enforcement.

Due Process Rights

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

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.

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 Middle School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

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.

Section V: Transportation

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, student 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.