Garfield Elementary School

2026-2027

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Welcome to the 2026-2027 school year!

On behalf of the teachers and staff, I would like to welcome you to the 2026-2027 school year at Garfield Elementary School. Our district and building mission is: "Ensuring all students learn and grow is our collective responsibility." This simple but powerful statement includes the school staff, our students and you, their caregiver. While we believe that all students can grow, we can only maximize their growth through effective teamwork and we need you! How we will help your child work toward learning and growing is to teach them and model for them The 7 Habits, a school process designed to help students to be leaders in today's world and beyond.

The early elementary years involve a lot of change and require a lot of understanding, patience and acceptance of others . Your child will not only learn needed academic skills, but also learn how to "do school" which includes following directions, getting along with others and learning both independence and dependence.

This handbook contains information, expectations, policies, and procedures that will help you understand the operation of our school. Student safety and growth is our priority and the content of this handbook is meant to ensure that our school environment remains one in which students can be safe and successful. You are encouraged to read this handbook carefully, share it with your child, and utilize it as a reference guide throughout the year.

We believe that school experiences should be rewarding for both the student and the parents. To help make that happen, all involved must work together and be focused on the same goals for success. Again, we look forward to and anticipate a successful year of positive experiences and learning. Thank you for being our partner on this journey.

Your Partner in Education,

Jeff Hempleman

Principal, Garfield Elementary

Garfield is a Leader In Me school!

Supporting The Leader in Me initiative, we are often asked how parents can support our school's leadership initiative. The answer, "Use the 7 Habits language at home." As the school year unfolds, your child will be learning the language and meaning of the 7 Habits. By hearing the same language at home and at school, you send your child a strong message of what you believe is important and that we are all on the same team—the team that wants to help them succeed. When parents and schools support one another, the sky is the limit! Below is a summary of each of the habits:

Habit 1: Be Proactive (You're in Charge)

Habit 2: Begin With the End in Mind (Have a Plan)

Habit 3: Put First Things First (Work First, Then Play)

Habit 4: Think Win-Win (Everyone Can Win)

Habit 5: Seek First to Understand, Then to Be Understood (Listen Before You Talk)

Habit 6: Synergize (Together Is Better)

Habit 7: Sharpen the Saw (Balance Feels Best)

How can your child be a leader?

One of the best ways to help your child realize his or her worth and leadership potential is to provide an opportunity to lead. Most Leader in Me Schools offer student leadership roles as a way to teach: • Responsibility • Leadership • Contribution

Leadership roles can also be used at home. To begin:

1. Talk with your child about the leadership role he or she might be interested in at home. (*No task is too small.*)

2. Discuss why he or she is interested in the role. Ask what leadership qualities your child has that will help.

3. Together, discuss the expectations of the role. Give your child a week or so to adjust and then discuss how it's going. Don't expect them to be perfect right away – if at all. Remember, he/she is still a kid. This may open a conversation on how to handle things that are too easy or too difficult. Express appreciation and celebrate success! Starting small and celebrating successes along the way will lead to bigger leadership roles and opportunities later.

The district has developed a reinforcement plan to strengthen and support The 7 Habits through the Positive Behavior Interventions and Supports (PBIS) model.

The following acronym will be used to educate and reinforce positive behaviors and habits throughout the district.

Bulldogs LEAD

- Bulldogs **L**ead with Integrity
- Bulldogs **E**ngage with Effort
- Bulldogs **A**ct with Empathy
- Bulldogs **D**etermine their Circle

Heath City Schools

Our Mission

Ensuring all students learn and grow is our collective responsibility.

Our Vision

Student Learning: We will prepare all students to be confident, active citizens who are independent life-long learners.

Safety: We will promote a safe and nurturing environment where all students can grow emotionally, intellectually and physically.

Culture: We will create a district-wide culture in which every student is actively engaged in multiple learning experiences including the arts, service, and extra-curricular.

Community: We will build pride in Heath City Schools through an

active partnership involving students, parents, community

members and business organizations.

HEATH CITY SCHOOL DISTRICT

107 Lancaster Drive, Heath, OH 43055

Trevor Thomas – Superintendent

Karl Zarins – Treasurer

Debbie Kelley – School Board President

Melody Klontz – School Board Vice President

Mark Grise – School Board Member

Jamie Mills – School Board Member

Miranda Spicer – School Board Member

The School Board meets the third Monday of each month in the Heath High School Library at 6:00 p.m.

The Heath City School District has dedicated itself to providing equal admission opportunities, equal education opportunities, and equal employment opportunities to all people regardless of race, color, national origin, gender or handicap.

Disclaimer:

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 or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. The school reserves the right to make changes at any time without prior notice. Copies of current Board Policies and administrative guidelines are available on the District's website.

Garfield Elementary Schedule

8:45	**Doors open for students**
8:55	**Tardy Bell and Instructional day begins**
11:35-12:05	**Kindergarten lunch period**
12:10-12:40	**First grade lunch period**
12:45-1:15	**Second grade lunch period**
3:25	**End of school day and Dismissal (walkers, pick-ups and buses)**

Academics

The first priority of our school is to provide the opportunity for students to receive a quality, well-rounded education. To reach this goal:

Homework Achievement

Garfield Elementary School has high expectations for students and believes that the school day includes homework. As an important part of student learning, homework provides students with the opportunity to independently practice new learning or to apply previous learning to new situations. Homework builds the ability of student achievement when students receive timely and specific feedback. Homework helps develop the necessary skills for independent study, learning outside of school, and sound work habits.

Students should . . .

1) Have the necessary material in class and/or at home to complete assignments.
2) Complete assignments legibly, neatly, and on time.
3) Assume the responsibility for getting and completing assignments after an absence.
4) Ask for help and/or clarification of the assignment if the instructions are unclear.
5) Be available to meet with teachers to seek help and/or to complete make-up work.

Parents/Guardians should . . .

1) Provide a quiet time and place for students to work.
2) Provide students with necessary materials including books, paper, pencils, etc.
3) Schedule time into the student's daily routine and promote time management and positive study habits.
4) Encourage the student to complete all assignments.
5) Serve as a resource person who provides assistance but does not complete the work for the student.
6) Ask about and check on the student's academic progress. .
7) Be available to meet with the teacher/school official when necessary.

8) Be an active participant in the student's entire educational experience.

Grade Reports

Grade cards are issued to students after each grading period (nine weeks). It is important that parents carefully review the progress of their child in school. Check the dates on the district calendar. Grade cards will be distributed the week following the end of the nine weeks with the exception of the fourth grading period. The final report card may be handed out on the last day of school or mailed home.

Progress Reports/Parent-Teacher Conferences…

Please feel free to contact the teacher regarding any concerns about your child's grades. Interim Progress reports are also used to provide information to parents and students between regular reporting periods when the need arises. In addition, parents/guardians have access to "Progress Book" online to check on student grades as well.

In addition, parent-teacher conferences are held twice a year – fall and winter. Note: winter-conferences are held "by request only" from the teacher or parent. Individual conferences may be scheduled whenever needed. Please call for an appointment.

Marking System/Grading Scale

Grades represent an evaluative system that is used by the school to communicate academic performance. The following grading systems are utilized:

Kindergarten - Second Grade:

***E** = Exceeding*

***S** = Secure*

***P** = Progressing*

***N** = Needs Improvement*

**Unmarked items indicate areas of curriculum not yet taught.*

Promotion / Retention Policy

If the promotion requirements are not met, the decision of whether to "place" or retain the student will be based on the following factors:

- Would the child make academic progress if retained?
- What were the results of his academic achievement tests?
- If the child is retained, what emotional and psychological problems might be created?
- Would there be social adjustment problems for the child with the group in which he/she is placed if retained?
- Would the child, if retained, be with a brother or sister?
- Is the child the equivalent of two grades below his appropriate grade placement based on standardized test data?

The majority of students should be promoted. However automatic promotion of all pupils is not always justifiable. Because of this, possible cases of retention should be considered using the above rationale and should be discussed among a team that should include, at minimum, the parents, teachers and the principal, possibly the school psychologist. All factors should be considered, not just one. If, after all factors are considered and retention provides the greatest opportunity for success, then the parents will be notified of the decision of the team. **In cases where disagreement exists, the building principal shall have the authority to make the placement decision.**

Academic Misconduct

Academic misconduct or the appearance thereof, is a serious offense and will not be tolerated in the Heath City Schools. **This academic misconduct policy will apply, but is not limited to, academic work which will be graded, plagiarism, or transmission of unauthorized academic information. It will be applied to the four definitions presented below, and will be enforced with any and all students found to be in violation.**

Visual Cheating:

- looking at work done by a person other than the student being graded
- looking at a cheat sheet or another authoritative source in an attempt to earn a higher grade in schoolwork submitted for evaluation
- getting a copy of a test or quiz before it is given, or sharing a copy of a test already given with students who have not taken it
- looking at another person's test or quiz while the test or quiz is being administered
- taking a test, or doing all or part of an assignment for another individual

Copying:

- copying assigned work done by another person and using it to represent the student's own work for a grade
- taking someone else's work with or without their knowledge
- the utilization of teacher's manuals and test or workbook keys that contain answers to work assigned for a grade

Oral/Written Communication:

- orally communicating with another person, or persons, in a way which will enhance a student's performance on a graded test or assignment

- giving to other students orally, or in written form, the answers to tests, quizzes, or other graded assignments

Plagiarism: (Includes electronic cheating)

Using another person's thoughts, words, or ideas as one's own. This can include information obtained by spoken word, written word, or electronically via radio, television, audio or videotape, electronic mail, or the Internet. Examples may be, but are not limited to, the following: copying someone else's homework; copying an article from a book or a paragraph from an encyclopedia without proper documentation; supplying research notes or any portion of a paper to another student.

*A student who wants to know if the work he/she is doing is plagiarism should check with the teacher before submitting the paper.

Disciplinary Consequences for Academic Misconduct

First Offense: The student will be required to complete an alternate assignment. The teacher(s) involved will contact the student's parents and the administration and may assign a detention or alternate consequence. A record of the offense will be kept for future reference for the duration of his or her primary school career. The policy regarding Academic Misconduct will be reviewed with the student and parents/guardian by his teacher or the administration.

Additional Offenses: A mandatory meeting will be held with the student, parents/guardians, teacher and administration to determine the cause of the repeated academic misconduct and appropriate progressive action/discipline.

* It should be noted that a second or subsequent offense in this area is collective; it does not have to take place in the same class/subject area. Discipline may be progressive depending on the situation.

* Academic integrity is viewed as an essential student quality.

Electronics / Wireless Devices

The Heath City Schools Board of Education recognizes that wireless communication devices have become an important tool for communications and information access. Wireless communication devices include, but are not limited to, cell phones, smart phones, touch screen tablets, netbooks, laptops, smart watches or other devices with internet capability.

These devices allow for ready access to knowledge and continuous connectivity. It is important to acknowledge not only the power of wireless devices but also the appropriate use of these devices.

District websites and academic web pages provide opportunities to engage students, impact student learning and interact with the community. Parents who would like their children to be denied access to the Internet in school should notify the building principal in writing at the

beginning of each school year for which they would like this access to be denied. Internet privileges may be denied, suspended or revoked as a consequence of violation of the provisions of the Access Policy. Furthermore, Heath City Schools' administrators and staff will cooperate fully with law enforcement officials when there is suspicion that unlawful activity has taken place. Heath City Schools' students in violation of this policy are subject to discipline under the student code of conduct, which may include suspension or expulsion.

Liability / Search of Device

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication device.

It must also be understood that it is not required that administrative time be used to address issues pertaining to such devices which have been lost or stolen. Contents of cell phones or other communication devices may be searched (including but not limited to text messages, digital photos, and files) if there exists reasonable suspicion that the equipment may have been used in activity prohibited by the Code of Conduct.

Guidelines

- Students are permitted to bring such devices to class only when the teacher has given permission for that specific subject.
- Electronic/wireless devices are to remain in students' bookbags and are to be turned off during the school day (with the exception of the guideline above).
- The privilege of using these devices will be left to the school staff's discretion. If a student abuses this privilege, their opportunity to use their device in class may be lost.
- Using electronic/wireless devices in inappropriate ways (disrupting instruction, safety, school operation…) can lead to the loss of this privilege and/or disciplinary action.

Consequences for Minor Cell Phone Infractions:

1st offense = device held in office for the remainder of the school day

2nd offense = device must be picked up by parent/guardian

3rd offense = detention, must be picked up by parent/guardian

4th + offense = further consequences as determined by administration

Internet/Online Safety

To comply with the provisions of the Protecting Children in the 21st Century Act, the Heath City Schools will provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the district. These policies and regulations also apply to use of district-owned devices, or accessing of District intranet off district property.

Attendance

School attendance is a requirement of the laws of the State of Ohio, unless a student is denied that right for non-compliance with the rules and regulations of the school. Regular school attendance is vital to the educational progress of students. Frequent absences of students from classroom learning experiences disrupt the continuity of the instructional process.

Excused Absences

If a student is absent, the parent or guardian must report the absence by calling the school attendance number before 9:00 AM and give the reason for the absence. The attendance number is (740) 238-7100.

Excused Absence

The only acceptable excuses for absence from school or class will be:

1. Personal illness of the student.
2. Illness in the student's family.
3. Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the superintendent (applies to students over 14 years of age only).
4. Death in the family.
5. Quarantine for contagious disease.
6. Religious reasons.
7. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to up to four days).
8. As determined by the Superintendent

The school may require the parent/guardian to verify the cause of absence (For example: In the case of frequent or long term illness, a physician's statement may be required.). The physician's statement must be presented no later than one school day from the date of absence. The school may require the parent/guardian to verify the cause of absence (For example, in the case of frequent or long term illness, a physician's statement may be required.). An absence will be recorded as unexcused until proper communication from a parent/guardian has been received in the office. If a student's absence is viewed as excessive, a report will be filed with the Licking County attendance officer.

Unexcused Absences

If a student is absent, the absence will be recorded as unexcused until acceptable written communication from the parent/guardian is received in the office.

Unexcused absences include, but are not limited to, oversleeping, car trouble, missing the bus, hair appointments, entertainment, baby-sitting, shopping, truancy, and other absences NOT listed as excused. Absences from suspension days will not be counted in that total.

Attendance Law and Definitions

In accordance with ORC 3321.13, when a student reaches any of the criteria listed below the school will attempt to notify the parents in writing to inform them of the amount of school that has been missed. The district will take steps which may include an absence intervention plan, referrals to community resources and/or a mandatory meeting with the student, parent/guardian, school administration and district attendance officer in order to increase the student's attendance rate.

Habitual Truant:
* absent 30 or more consecutive hours without a legitimate excuse (5 days)
* absent 42 or more hours in one month without a legitimate excuse (7 days per month)
* absent 72 or more hours in one year without a legitimate excuse (12 days per year)

Chronic Absenteeism:
Chronic absenteeism is defined in Ohio as missing 10% or more of school **for any reason**.

Pre-Planned Absences –
The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent. The only acceptable reasons for which students may request pre-planned absences include family vacation.

For pre-planned absences, the parent must contact the office to provide the dates and reason for the absences, and they should contact the teacher to obtain work from the teacher. Vacations or other non-emergency trips are considered <u>unexcused</u> absences.

Make-Up Work

The schoolwork that a student misses during an absence must be made up. In order to do this, the student/parent must go to the teacher and ask for the assignments and explanations. **This is the responsibility of the student**. For each day of absence, the student is permitted one day to make up missed schoolwork. For example, if a student misses one day, he has one day to make up the work. A parent or guardian may request homework when the student has missed three (3) consecutive days and the homework can be picked up in the office at the end of the day.

Late Arrivals/Early Dismissals

Late arrivals and early dismissals should be kept to a minimum. Students who arrive late or leave early will have their arrival/departure time documented and this will count toward time out of school on their attendance. When at all possible, medical and dental appointments should be made after school or on weekends. Parents or guardians MUST come into the office and sign the student out. The student will then be called to the office. If a student returns, they must report to the office and receive an admit slip. It is not necessary for parents to sign their student back in.

Contact Information and Communication with the School

Please notify the school office immediately upon a change of address, phone number, custody, emergency phone number, baby-sitter, etc. Parents need to update this information in Final Forms at the beginning of each year or if anything changes throughout the year. The school needs to know how your child is getting home. If there is a change in your child's transportation,**the school office**. This information can be very important in the case of an emergency, illness, or other school matters. Reminder… ***The residential parent of the child is responsible for notifying the school of custodial arrangements and provide the school office with a certified copy of the custodial order or divorce decree***. Please keep us updated concerning your child's transportation home**.** This information is found on the back of the emergency procedure card. Please check and complete the information for one choice only. This should be your child's regular method of transportation at dismissal each day. Staff will follow this dismissal information strictly. If you need to make a change, please send a note to school with specific information (i.e.: name, street address, phone number) so we can get your child safely home.

School Calendar Changes

It is the policy of the school to notify any parent/student in advance of days off, schedule changes, etc. Please check the school calendar for days off and vacation days. Please see the google calendar on the Heath City Schools' district website (www.heath.k12.oh.us) for school events and important dates. At times, situations may arise due to weather conditions or other emergencies that may necessitate change or dismissal from school early. Should these occur, information will be broadcast via School Messenger from either the principal or from the superintendent. Please discuss with your student your preference of what he/she should do in the event of an early dismissal. The school should not be called for information since this will cause the telephone lines to be congested.

Calamity Days

In the event that school must be canceled or delayed due to inclement weather conditions or other emergency situations, students and parents. The Heath City Schools uses a rapid communication service, Parent Square, that enables school officials to send school cancellations and other important information to parents via the phone. To make effective use of this tool it is important that parents/guardians have current phone numbers entered into Final Forms.

Withdrawal from School

If withdrawing your child from school, please notify the school office several days in advance of the withdrawal date. This gives the teachers and the office sufficient time to complete the proper records. All fees, book fines, and assessments for lost or damaged materials must be paid. All school and classroom materials must be returned. Student records cannot be released to another school district without parent consent. A form is available in the school office to release records. It is expected that students continue attending school until the date of enrollment in the new district.

Textbooks and Fees

The Heath Board of Education furnishes textbooks for the student. However, it is necessary to charge for some of the consumable materials used in the classroom. There is a Board adopted fee schedule. If there is a problem in paying fees, the principal should be notified as soon as possible. ***Fees are due and payable at the time of orientation/open house or during the first week of school unless a fee payment schedule has been worked out with the building principal or you have requested and been granted a waiver. Please remember that unpaid fees accumulate from one year to the next, K-12. Unpaid fees may result in your child not receiving a diploma.***

Field Trips

Field trips are conducted throughout the school year and correlated with educational experiences of the students within the classroom. Each student must have a signed parental permission slip on file at school in order to attend. The parents/guardian of a disruptive student may be asked to either accompany the student on the trip or possibly be told that the student may be unable to go on the class trip due to the student's behavior.

Recess

Students will go outside for recess when the weather permits and the temperature is no lower than freezing. All students are expected to go outside for recess. **Students not permitted to go outside must have a note from their parent /doctor explaining why they cannot go out. Please make certain your child comes to school dressed appropriately for the weather conditions so that they can participate in recess.**

School Pictures

Each school year individual student pictures are taken in the fall and spring. Group pictures are also taken in the spring. Information with picture dates and prices will be sent home prior to the pictures being taken.

Telephone

Students will not be allowed to use the office telephone unless it is an emergency and absolutely necessary. Students and teachers will not be called to the telephone during class time. Messages will be taken by the school secretary and relayed to the student and/or teacher.

Parties

Teachers plan and organize classroom parties. There are only 2 parties held each year; Fall Celebration (October) and Valentine's Day. Parties are usually the last forty-five minutes of the school day. For the sake of attendance, sign-out sheets are provided should a parent wish to take their child home afterward.

Lost and Found

Parents are encouraged to print names on coats, sweaters, hats, lunch boxes, boots, etc. to help ensure safe keeping. Occasionally, such items find their way to the Lost and Found where students should check when they have lost something. Clothing items are hung on the hooks in the main hall. Any unclaimed items which are left after school closes in June shall be contributed to a charitable organization or washed and placed in the school's clothes' closet for needy children.

Valuables

Students should not bring valuables to school. The school cannot be responsible for the loss of these items.

Student Discipline

Responsibilities Of the Administration…

The authority to establish building policies is granted to the building principal by the Superintendent of Schools who shall exercise judgment over all policies.

Responsibilities Of the staff…

Each staff member shall be responsible for monitoring the behaviors of pupils. This includes responsibility for student actions on any and all school property even in the absence of regularly assigned teachers or other school officials. Each staff member shall accept responsibility for the maintenance of good discipline and for the promotion of programs that develop positive relationships.

Responsibilities Of the student…

Students will be held responsible for their actions at all times. Students are entitled to express their personal opinion. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.

Responsibilities Of the parent…

Parents should emphasize the importance of responsible actions and good behavior, and work together with the school to help correct unfavorable conduct.

Student Code of Conduct

Policy and Philosophy

The Heath City Schools take a firm yet fair position on discipline in our schools. We believe that the rights of all students must be observed and guaranteed and will not tolerate any behavior that would negate such rights. We subscribe to balancing student rights with a corresponding assumption of responsibilities by all students. The administration and faculty/staff believe that effective discipline is maintained through cooperative effort and action, and mutual respect and understanding, by the school, parents, and students.

CODE OF STUDENT CONDUCT – Specific Violations

Students are governed by the Code of Student Conduct outlined in this handbook while under authority of school personnel in school, on school grounds, on school transportation, or at school sponsored activities. The Code of Student Conduct also applies to any form of student misconduct that occurs off school property but is connected to activities or incidents that have occurred on school property and misconduct by a student that is directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs. Parents are expected to familiarize themselves with the handbook, explain it to their student who will abide by the Code of Student Conduct, and to use the information contained herein to make their elementary school years rewarding and successful.

The Board approved Code of Student Conduct is presented below. A major intent of the code is the establishment of a standard for acceptable behavior. Violation of rules in the Code of Student Conduct may result in disciplinary action including, but not necessarily limited to, verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, in-school suspension, school-assigned on-site community service, emergency removal, referral to law enforcement agencies, suspension and/or expulsion from school.(Ohio Revised Code 3313.20, 3313.66, 3313.661, 3313.662).

1. **Off Limit Areas/Out of Assigned Area:**

   Students are prohibited from occupying off-limit areas, as well as areas in which they are not assigned. Off-limit areas/out of assigned areas are defined as those areas, both inside and outside of the school building, which have been designated as such by school officials by definition or by time of day, including leaving the school building without permission during the school day. This includes sharing a restroom stall with another person(s).

2. **Academic Misconduct/Forgery and/or Impersonation:**

   Students shall not engage in any academic misconduct, including, but not necessarily limited to, cheating on tests, copying homework, plagiarizing reports, or providing false information. Students shall not forge parent, guardian, or teacher signatures on school forms, attendance notes, or any other document, nor impersonate parents, guardians, or teachers for the purpose of deceiving school officials. (See complete Academic Misconduct policy)

3. **Physical Displays of Affection:**

   Physical displays of affection such as but not limited to kissing, groping, pinching, slapping, or grinding between students are prohibited.

4. **Gambling**:

A student shall not engage in gambling involving an exchange of money and/or any item(s).

5. **Computer Usage:**

A student shall not violate the Electronic Information Access Policy/Agreement.

6. **Bullying, Cyber-Bullying, Harassment, Hazing, Intimidation, or Threatening:**

Students shall not engage, nor attempt to engage, in bullying, cyber-bullying, harassment, hazing, intimidation, or threatening of students or school personnel based upon personal attributes or beliefs on or off school grounds or on school transportation/buses. Students also shall not engage in activities that may cause fear or panic in an individual or group. ORC 3313.666 defines harassment, intimidation, or bullying as any intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once, and which causes mental or physical harm to the other student, and is sufficiently severe that it creates an intimidating, threatening, or abusive educational environment for the other student. The intentional act also includes violence within a dating relationship.

Students also shall not engage in cyber-bullying, which is defined as the above prohibited behavior perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. This policy applies on school property, at school events, and includes wherever bullying is communicated. Bullying is not protected speech, and the administration recognizes that actions in the virtual world can and do have consequences in the real one.

Students also shall not engage, nor attempt to engage, in any hazing or threatening act, or in any act that injures, degrades, disgraces, or could lead to the injury, degradation, or disgracing of any student. The Board of Education's policy prohibiting bullying, harassment, and intimidation may be found in its entirety in the General Information Section of this Handbook.

Harassment, intimidation, and bullying may take different forms, including, but not limited to:

Physical: Harmful actions against another person's body or property. Examples include, but are not limited, to biting, kicking, pushing, pulling hair, "cornering" someone, or interfering with another's property (bookbag, clothing, school materials…).

Verbal: Speaking to someone or about someone in a hurtful manner. Examples include, but are not limited to, name-calling, teasing, jokes, spreading rumors, and gossiping.

Emotional: Involves behaviors with the intention to upset, exclude, or embarrass a person. Examples include, but are not limited to, excluding one from group events, threatening, humiliating, joking or causing social embarrassment.

Sexual/Gender: Singling out a person because of gender demonstrates unwarranted or unwelcome sexual behavior. Examples include, but are limited to, sexual comments, abusive comments, and unwanted physical contact.

Racial/Ethical/Religious: Involves rejection or isolation of a person because of ethnicity, race and or religious belief. Examples include, but are not limited to, gestures, racial slurs, taunts, name-calling, making fun of customs/skin color/accent, etc.

Cyber or Online: A form of indirect or social bullying that uses technological communications (text or images) to humiliate, embarrass, tease, threaten, intimidate or slander one or more students or staff. This includes using email, IM, chat rooms, social networks, cell phone, cameras, etc.

Reporting Process - Complaints or reports of incidents may be filed as formal, informal or anonymous

Formal complaint: Students parents/guardians, and school personnel may file reports regarding suspected harassment, intimidation, or bullying. Such written reports may be filed with a school staff member or administrator.

Informal complaint: Students, parents/guardians, and school personnel may make informal complaints of conduct believed to be harassment, intimidation, or bullying by verbal report to a school staff member or administrator.

Anonymous complaints: Students who make informal complaints may request that their name be maintained in confidence by school staff and administrators who receive the complaint.

Once a report has been received, the school will issue a review and investigate the situation. In the event that an act is verified as harassment, bullying, or intimidation the school shall determine a course of intervention, any necessary disciplinary action, and notification to parents. Any acts that may be considered as criminal misconduct or may be considered as child abuse will require reporting to the proper authorities. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly and with the utmost candor whenever they present harassment allegations or charges.

7. **False Reporting:**

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 make a false report or issue false accusations that result in the report of an incident of child abuse to children's services or law enforcement agencies.

8. Fighting/Violence

Fighting/Violence is participation in an incident involving physical violence. A student shall not cause physical harm or injury or behave in such a way which could threaten to cause physical injury to other students, school staff, or visitors while under the jurisdiction of the school. Any overt display of violent action between two or more individuals is prohibited. A student shall not inhibit school personnel from intervening when a fight occurs. A student shall not incite a situation to occur that would cause physical harm or injury.

9. Disobedient/Disruptive Behavior

Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that disrupts the orderly learning environment. This includes any threats which disrupt or threaten to disrupt the educational process and/or endanger or threaten to endanger the safety of school, student(s) and/or staff (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures, horseplay).

10. Electronic Communication Devices:

A student shall not use electronic communication devices for non-academic purposes during instructional time nor should students use electronic devices in a manner or at a time that causes a disruption in the learning environment.

Students are prohibited from using electronic devices to capture, record or transmit the words, (i.e. audio) images, (i.e., pictures/video) text or other information of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Students are also prohibited from using electronic devices to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using electronic devices to receive such information.

Electronic devices including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. If at any time, the possession of an electronic device creates a distraction, disruption or safety hazard on school property (to include district-operated vehicles), such devices will be confiscated. School officials will not be responsible for the security of confiscated electronic devices.

11. Theft/Stealing Personal or School Property

Theft is the taking of property belonging to another person. A student shall not steal, attempt to steal or otherwise deprive the rightful owner of private or school property, or possess or transmit lost or stolen property. Failure to return property to its owner or transmit it to school officials is in violation of this code.

12. False Alarms and Bomb Threats:

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.

13. Unauthorized Distribution of Materials:

Students must have permission from the building principal and administrator to display or distribute non-sponsored, non-commercial written material and petitions; buttons, badges or other insignia; clothing, insignia and banners; and audio and video materials. Materials cannot be displayed if they are: obscene to minors, libelous, pervasively indecent or vulgar, advertise any product or service not permitted to minors by law, intended to be insulting or harassing, intended to incite fighting, or present a likelihood of either because of content or the manner of distribution or display.

14. Vandalism/ Damage to School or Personal Property

Vandalism is the willful destruction or defacement of school or personal property.

15. Gangs:

A student shall not violate the “Gangs” policy adopted by the Board of Education. Gangs and gang-related activity are strictly prohibited, and may include, but are limited to, items of clothing, paraphernalia, symbols, signs, and gestures. Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations, bullying, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm are prohibited. Any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action. This includes all forms and instruments of harassment and bullying, including electronic communications devices.

16. Use, Possession, Sale or Distribution of Tobacco Products:

The use, possession or co-possession of tobacco in any form by students on or near school property, on school transportation or on school-sponsored activities is expressly forbidden. The student shall not use, possess or co-possess tobacco in any form. "Use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking or possession of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices. Included in this prohibition are those students who assist, are present, or in any way participate in the violation of this rule.

17. Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages:

A student shall not possess, use, conceal, transmit, attempt to transmit, “be under the influence”, or show evidence of consumption of any alcoholic beverage, (including substances containing any measurable amount of alcohol, such as “near-beer” or over-the-counter medicines). Under the influence is defined as manifesting before a school official signs of alcohol misuse such as, but not limited to, staggering, reddened eyes, odor of alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not typical for the particular student**.** Included in this prohibition are those students who assist, are present, or in any way participate in the violation of this rule.

18. Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol:

Use, possession, sale, concealment or distribution of any controlled drug other than prescription medication that has been administered in accordance with the district’s policies. A student shall not possess, use, transmit, attempt to transmit, conceal, “under the influence”, or show evidence of any illegal/harmful drug, alcoholic beverage, inhalants, mood altering chemical, or substance represented as an intoxicating or a mood altering substance. A student shall not possess or transmit drug paraphernalia and/or instruments, including rolling papers. Under the influence is defined as manifesting before a school official signs of drug misuse such as, but not limited to, staggering, reddened eyes, odor of drugs, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not typical for the particular student. Included in this prohibition are those students who assist, are present, or in any way participate in the violation of this rule.

19. Transportation:

A student shall not violate the Transportation Policy adopted by the Board of Education (private transportation and school buses). At a minimum, while on a school bus, students shall not act or participate in any act or acts, or attempt to act or participate in any act which poses a danger to the safe operation of a school bus or conveyance, including, but not limited to, failing to remain

seated, throwing objects at passengers, the driver, or out the windows, extending arms or objects out of the windows, and shouting and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.

20. Harassment, Bullying, and Intimidation

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment, bullying, or intimidation of other students, members of staff or any other individuals is not permitted on school property or school-sponsored events.

Definition

Per Section 3313.666 of the Ohio Revised Code, "harassment, intimidation, or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student more than once and the behavior both:

a.) Causes mental or physical harm to the other student; and

b.) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Harassment, Bullying, and Intimidation may take different forms, including, but not limited to:

Physical: Harmful actions against another person's body or property. Examples include, but are not limited to biting, kicking, pushing, pinching, pulling hair, "cornering" someone, etc. It is also interfering with another's property such as a book bag.

Verbal: Speaking to someone or about someone in a hurtful manner. Examples include, but are not limited to name-calling, teasing, jokes, spreading rumors, and gossiping.

Emotional: Involves behaviors with the intention to upset, exclude, or embarrass a person. Examples include, but are not limited to excluding one from group events, threatening, humiliating, joking, or causing social embarrassment

Sexual/Gender: Singling out a person because of gender demonstrates unwarranted or unwelcome sexual behavior. Examples include but are not limited to sexual comments, abusive comments, unwanted physical contact

Racial/Ethnic/Religious: Involves rejection or isolation of a person because of ethnicity, race, and/or religious belief. Examples include but are not limited to gestures, racial slurs, taunts, name-calling, making fun of customs/skin color/accent, etc.

Cyber or Online: A form of indirect or social bullying that uses technological communications (text or images) to humiliate, embarrass, tease, threaten, intimidate or slander one or more students or staff. This includes using email, IM, chat rooms, social networks, cell phone, cameras, etc.

Reporting Process

Complaints or reports of incidents may be filed as Formal, Informal, or Anonymous

Formal Complaints: Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports may be filed with a school staff member or administrator.

Informal Complaints: Students, parents or guardians, and school personnel may make informal complaints of conduct believed to be harassment, intimidation, or bullying by verbal report to a teacher, school administrator, or other school personnel.

Anonymous Complaints: Students who make informal complaints may request that their name be maintained in confidence by school staff and administrators who receive the complaint.

Once a report has been received, the school will issue a review and investigate the situation. In the event that an act is verified as harassment, bullying, or intimidation, the school shall determine a course of intervention, any necessary disciplinary action, and notification to parents. Any acts that may be considered as criminal misconduct or may be considered as child abuse will require reporting to the proper authorities. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Hazing by any 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.

21. Extortion:

A student shall not expressly or impliedly threaten with physical violence or coerce by written, verbal or technological means, any student, school staff member, or visitor in an effort to secure property from another. This includes threats used to extort money or other item(s) of value from another student or person.

22. Repeated School Violations:

A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute teachers, teacher's aides, principals, assistant principals, or other authorized school district personnel during any period of time when the student is properly under the authority of school personnel. This includes failure to attend school, and/or failure to attend school on time, as outlined in the district attendance policy.

23. Violation of Other School Rules:

A student shall not fail to comply with school rules, Board policy and/or regulations properly established for the safe and efficient operation of the school, or engage in conduct that interferes with the educational process.

24. Truancy:

Truancy is an unexcused absence from school.

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. Firearm look-a-likes should not be reported with this option.

26. Use, Possession, Sale or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary or Poison Gas

A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length (18 U.S.C. section 930).

27. 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, firecracker or object that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and/or that has any barrel with a bore of more than one-half inch in diameter.

28. Firearm Look-a-Likes

In accordance with state law and district safety policy, the possession or use of firearm look-alike devices, including any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns). This prohibition also

applies to any realistic replica, toy, or prop designed to look like a bladed weapon, explosive device, or other dangerous instrument (e.g., toy knives, fake grenades, or replica swords). Threatening gestures mimicking the use of a weapon is strictly prohibited on school property, during school-sponsored events, or while under the supervision of school personnel. or threatening gestures mimicking the use of a weapon is strictly prohibited on school property during school-sponsored events or while under the supervision of school personnel.

29. Serious Bodily Injury

An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. § 1365(3)(h)).

Zero Tolerance

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the Heath City Schools must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The superintendent/designee will establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The code of conduct also applies to any form of student misconduct that occurs off school property but is connected to activities or incidents that have occurred on school property and misconduct by a student that is directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate administrator. The administration may cooperate in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

Application of the Code of Conduct

A key guideline in the application of this Code is embodied in the principle that the appropriate reaction to a discipline problem is the least extreme reaction that reasonably holds promise of resolving the problem. Teachers and administrators are encouraged to develop and utilize a variety of informal disciplinary/guidance strategies to maintain effective learning conditions. The discipline of students is a confidential matter concerning school administration, the student, and the student's parents. Concerned third parties are not privy to discipline matters. Formal approaches to modify behavior may include the following:

Counseling -The questioning, counseling, or reprimanding of any student by any member of the staff in an effort to call attention to and change student behavior.

Removal from class - A student may be removed from a class by the teacher for classroom disruptions, and the teacher will provide a written reason(s) in a timely manner. Students are to report directly to the school office. The principal will address the situation.

Detention - **Being detained for a supervised period of thirty to sixty (30 - 60) minutes before, during or after school** on any designated day. Staff members may assign varying numbers of detentions to a student for minor classroom/school infractions. Parents are responsible for arranging transportation for their student to and from school before serving morning detentions or after serving afternoon detentions.

1. Students will be given a written copy of their detention by a school staff member.

2. Students must arrive on time. If a student arrives after the assigned time, an additional detention may be given.

3. Students who do not attend their assigned detention time without a doctor's statement may be assigned additional discipline.

4. During detention, students must have schoolwork to do or a book to read. Students will not be permitted to put their heads down, sleep, or talk.

5. Failure to follow detention rules or tardiness to assigned detention time may result in additional discipline.

Suspension - **The denial of a student's right to attend school (on a day when school is in session) and ALL related activities.** A suspension may not be more than ten days. A day of suspension is officially over at 8:45 a.m. the school day following the last suspended day. A student may receive a zero for all work missed for suspensions that are for more than three days.

1) The superintendent or principal may suspend a student from school.

2) No suspensions are to exceed ten (10) school days.

3) The superintendent or principal must give written notice of intention to suspend and the reasons why to the pupil.

4) The pupil must have an opportunity to appear at an informal hearing before the principal or assistant principal and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. The hearing may take place immediately.

5) Within one (1) school day of suspension, notification of the suspension will be sent in writing to the parent or legal custodian of the pupil and Treasurer of the Board. Notice must include: the reasons for the suspension, the right of the pupil, parent, or legal custodian to appeal the suspension, the right to be represented at the appeal, and the right to request that any hearing before the Board be held in executive session.

6) Unless otherwise indicated by the notice of suspension, students suspended from school are automatically suspended from all school activities, including all co-curricular and extracurricular activities for the time period of the suspension.

7) The decision of the principal may be appealed to the Board of Education or the Board's designee.

8) Students will be allowed to make up work missed during their suspension and receive full credit. Responsibility for making up work lies entirely with the student and parent/guardian. The student and parent/guardian should communicate with the teacher(s) to ascertain what is to be made up. Students will be extended a period of time equal to the number of days of the suspension for completing make-up work.

Emergency Removal of Student

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. When the behavior is sexual harassment as defined by Title IX regulations, the student may be removed on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school day after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and the Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

Civil Referral - The referral of a student to the Licking County Juvenile Court or Court of Common Pleas, as appropriate. This may be employed in place of, or in addition to, any of the above punishments at the discretion of the principal.

Social Probation - Any student can be denied the privilege to attend any or all of the school's social events, (such as assemblies, field trips, extracurricular activities, home and away athletic events, dances, etc.) as a means of discipline.

Expulsion – The removal of a student from the school system for a maximum of eighty days due to persistently violating school rules, or for a single severe offense. The expulsion applies to all school events and activities as well (such as assemblies, field trips, extracurricular activities, home and away athletic events, dances, etc.).

1) It is the responsibility of the superintendent to expel a student from school.

2) The superintendent must give the pupil and his/her parent or legal custodian written notice of the intended expulsion.

3) The notice is to include reasons for the intended expulsion.

4) The pupil, parent, legal custodian or representative will have an opportunity to appear before the superintendent or his/her designee to challenge the expulsion or to explain the pupil's actions.

5) The notice is to state the time and place to appear which must not be less than three (3) days or later than five (5) school days after the notice is given.

6) The superintendent may grant an extension of time. If such extension is granted, the student may not return to school during this time. If granted, the Superintendent must notify all parties of the new time and place.

7) The superintendent may expel a student from school for up to eighty (80) days and in some cases for an entire year.

8) Within one (1) school day of the expulsion, the parent or legal custodian of the pupil and Treasurer of the Board will be notified of the action to expel. Notice must include the reasons for the expulsion, the right of the pupil, parent, or legal custodian to appeal to the Board of Education or its designee, the right to be represented at the appeal and the right to request that any hearing before the Board be held in executive session.

9) Unless otherwise indicated by the Notice of Expulsion, Students expelled from school are automatically suspended from all school activities, including all co-curricular and extracurricular activities for the time period of the expulsion.

10) No credit will be granted to the student during the period of time the student is expelled.

Permanent Expulsion – The permanent removal of a student from the school system.

Appeal Procedure

- A pupil or his/her parent, legal guardian may appeal the student's suspension or expulsion by the superintendent or principal to the Board of Education or to its designee. Such pupil or his parent, or legal guardian may be represented in all such appeal proceedings and shall be granted a hearing before the Board of Education or its designee in order to be heard against such suspension or expulsion.

DRESS CODE

Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements. When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students. Dress and grooming are not such as to disrupt the teaching/learning process.

Considering the fact that clothing and style of dress are personal in nature, at times a situation results in a judgment call by the school administration. The decision of the school administration is final.

Clothing:

Students must wear clothing that includes both a top and bottom or equivalent.

Guidelines listed below should be followed at all times:

- Students must wear clothing that includes a top and a bottom, or equivalent.
- Fabric covering all private parts must be covered with an opaque fabric; including coverage of the front, back and sides.
- Tops must be long enough to fully cover the belly button
- Clothing must cover all undergarments
- All attire including accessories may contain no wording or graphics which contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.

Shoes.

- Shoes must be worn at all times.

- No wheeled shoes, slippers or flip-flops.

Other dress related items

- Students are permitted to carry drawstring bags and/or purses to class. Large backpacks are not permitted.
- Hats, ball caps, and hoods are not to be worn inside the school, unless such head coverings are for medical or religious purposes, or other extenuating circumstances approved by administration.
- All attire, including accessories, containing messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission, are not permitted.
- Any other attire, clothing, jewelry, or accessories deemed to be inappropriate by the administration may result in disciplinary action.

SEARCH AND SEIZURE

School officials maintain the right to search students and any student property on school premises, to search school property, and to seize and/or secure items in a student's possession (for example: lockers, desks, vehicles, etc.--including contents) if there is reasonable suspicion to believe that the items in possession are illegal or in violation of school rules or constitute a hazard to the health and safety of the students or others. All items found in a locker are deemed to be in possession of the student to whom the locker is assigned. Similarly, all items found in a vehicle are deemed to be in possession of the driver of that vehicle. Students have no reasonable expectations of privacy of their actions in public areas of the building. Anything found during a search may be used as evidence and the school reserves the right to not return confiscated items.

GANGS

A student shall not commit any act/behavior, verbal or non-verbal (for example, but not limited to, gestures, handshakes, attire) that may reasonably be perceived by any student or school personnel as evidence of membership in or affiliation with any gang. A student shall not commit an act, verbal or non-verbal, in furtherance of the interests of a gang or gang activity, including, but not limited to: (1) soliciting others for membership in a gang or gang-related activity: (2) intimidating or threatening a person.

A gang is any identifiable group or club which exists without the sponsorship of the school or sponsorship of any recognized adult community or civic organization and which has no acceptable social goals.

SUBSTANCE ABUSE POLICY

The Heath Board of Education recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful, and constitutes a hazard to the positive development of all students.

The Board will not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used or offered for sale any alcoholic beverages, illegal drugs, prescription drugs, non-prescribed drugs, look-alike drugs or any mind altering substances while on school grounds or facilities; at school sponsored events; or in other situations under the authority of the District, or in school-owned or school approved vehicles. Recognizable odor of such substance(s) is considered sufficient evidence of consumption or use, and is justification for disciplinary action. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, and drug paraphernalia. The Board wishes to emphasize the following:

1) A student is required to obey existing laws on school grounds and while involved in school activities School authorities have the same responsibility as any other citizens to report violations of the law. The final disposition of any problem, however, will be determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.

2) Discipline will be imposed independent of court action. Students will be subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.

3) Parents and students will be given a copy of the standards of conduct and the statement of disciplinary sanctions and will be notified that compliance with the standards of conduct is mandatory.

4) If conditions warrant, the administration will refer the student for prosecution and offer full cooperation in a criminal investigation.

5) A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent will establish and the Board will consider for approval, detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures will be in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. This means that confidentiality shall be maintained, within the limits of the law, and the long-range welfare of the student will be considered paramount.

Substance Abuse Procedures

If a teacher suspects any student of being involved in the possession, use, sale, or transfer of illegal drugs, including anabolic steroids, or if a teacher suspects any student of being under the influence of illegal drugs, alcohol, or a harmful substance during the student's attendance at school or any school activity, he/she shall report the student to the principal. Such a report should be made as soon as possible. If the principal confirms the allegations, the student's conduct shall be reported to the parents and other proper authorities. Further, the student will be **suspended for ten (10) days with a recommendation for expulsion.**

The principal shall notify the guidance counselor of any student who is involved in a substance abuse infraction for the first time during a school year.

* The guidance counselor shall arrange an interview conference during the time of the suspension with the student, his/her parent/guardian(s) and him/herself.

* The counselor shall contact each of the student's teachers to learn of any relevant information before the conference. Intervention is not an option for any student involved in the sale or trafficking of illegal drugs; counterfeit or look-alike drugs; drug paraphernalia; substances alleged to be illegal drugs, though in fact they are not; alcohol; or harmful substances.

The student will be **suspended from school with a recommendation from the principal to the superintendent for the student's expulsion.**

At the intervention conference, the guidance counselor shall have the authority to offer to the student the option of counseling or treatment in an appropriate agency, as determined by the counselor, if expulsion is recommended.

If the student and his/her parent/guardian(s) agree to this option, they shall sign the agreement and release forms and shall contact the designated agency. Upon notification to the superintendent from that agency that the student has made arrangements for counseling or treatment, the superintendent may consider this information when making a decision on the students' expulsion. At the designation of the superintendent, if the student is expelled, the period of expulsion may be held in abeyance. In either instance, the length of the initial suspension from school shall remain intact.

The guidance counselor shall maintain an awareness of the student's status in counseling or treatment with the referral agency and shall report any premature termination of counseling or treatment to the principal. If counseling or treatment is terminated before completion by the student, the expulsion day(s) will then take effect.

If a student is involved for the second time during one school year in any instance of substance abuse as described in the preceding paragraphs, the principal shall suspend the student from school immediately with a recommendation to the superintendent for his/her expulsion.

TOBACCO

A student should not use, attempt to use, or have in possession any form of tobacco or nicotine at school or school related events.

Punishment for violations of the Tobacco/Nicotine Policy may include as follows:

1. **First Offense:**
    - The student shall participate in a collaborative meeting with a designated school staff member to address the incident and discuss the risks and implications of tobacco or nicotine use.
    - A supportive meeting shall be conducted with the student's parent/guardian by a designated staff member to review the incident, discuss expectations, and identify appropriate support.
    - The student shall be required to complete an evidence-based tobacco education program approved by the school during Two-Hour Friday school.
    - The student and parent/guardian shall be provided with information regarding available free or low-cost tobacco and nicotine cessation programs and resources including those offered through the Ohio Department of Health, such as Live Vape Free and the Ohio Tobacco Quit Line.
    - Next steps will be verbally agreed upon by the student and the designated staff member.

PLAYGROUND RULES

Students will be informed of the rules we have for our grass, mulch and blacktop playground areas, as well as how to safely use playground equipment. Listed below are some general conduct rules for all areas. We recommend that you take the time to go over these rules with your child. Most of our school discipline problems result from incidents which occur on the playground.

* Throwing dirt, rocks, sticks, mulch, snowballs, etc. will not be allowed because of the danger to others.

* Rough play (tackling, wrestling, pushing, etc.) or fighting is not permitted at any time.

* Students are not to bring their own balls (footballs, baseballs, etc) to school. The school provides balls for the students to play with on the playground during lunch and recess times.

* Games involving the use of balls should be played in designated areas.

* Swings: no jumping out of swings and no pushing another student on the swings.

* Students should follow directions given by recess/playground staff at all times (ex. Lining up upon conclusion of recess or staying in designated areas).

* Once children are outside, they are not to go back into the building or leave the playground area unless permission has been granted from the teacher or aide on duty. Students should walk toward and away from the building.

* Boys and girls should go to their classrooms immediately upon entering the building.

* Students should be sure to use all playground equipment as intended (go down slides feet first, swing back and forth and not side to side, not hanging upside down or doing flips on monkey bars, etc.)

* Students should practice safe and fair play during recess, respecting all others, to ensure the physical and emotional safety of all. This would include following all playground and recess rules as designated by staff and sharing equipment.

DISTRICT TRANSPORTATION

School Bus

Riding a school bus is a privilege; therefore, the student, as the rider, must behave responsibly and observe the following Bus Conduct Code to ensure continuation of his/her bus riding privilege.

All the rules listed herein and their consequences apply to students when riding a school bus. The school bus driver, like the classroom teacher, is an employee of the Board of Education and has the right and responsibility to enforce the student rules of conduct and to report to the principal all violations of these rules. If an incident occurs on the bus which calls for suspension from school by the code of student conduct, the student conduct will take precedence and the student will be suspended from school. MAJOR BUS VIOLATIONS INCLUDING BUT NOT LIMITED TO DISRESPECT, FIGHTING (PHYSICAL), PROPERTY DAMAGE OR OTHER BEHAVIORS THAT COMPROMISE DRIVER OR STUDENT HEALTH AND SAFETY MAY RESULT IN SUSPENSION FROM SCHOOL.

While on the school bus, **a student shall not:**

1) Possess or use tobacco in any form.

2) Engage in loud and excessive noise.

3) Cause or attempt to cause damage to school buses.

4) Engage in fighting.

5) Use vulgar or profane language or gestures.

6) Possess, handle, transmit, or conceal any object which could reasonably be considered a weapon while on the school bus.

7) Possess, use, transmit, conceal, or be under the influence of alcoholic beverages, dangerous drugs, or narcotics.

8) Engage in any act which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace any other person by written, verbal, or gestural means.

9) Disregard or refuse to obey reasonable directions given to him/her by the bus driver.

10) Repeatedly fail to comply with reasonable directions given to him/her by the bus driver.

11) Eat or drink on the bus except as required for medical reasons.

12) Throw or pass objects on, from, or into the bus.

13) Put heads or arms out of the bus windows.

While on the school bus, **a student shall:**

1) Arrive at the bus stop approximately 5 minutes before the bus is scheduled to arrive.

2) Wait in a location clear of traffic and away from the bus stop.

3) Behave at the school bus stop in such a manner that it does not threaten life, limb, or property of any individual.

4) Go directly to an available or assigned seat on the bus.

5) Remain seated keeping aisles and exits clear.

6) Carry onto the bus only objects that can be held in his/her lap.

7) Leave or board the bus at locations to which the student has been assigned unless he/she has administrative authorization to do otherwise.

8) Ride only the bus to which he/she has been assigned unless he/she has administrative authorization to do otherwise.

9) **Bus Passes -** If it is necessary for a student to change their bus to or from school they must have a written note from their parent/guardian. If it involves going home with another student, then a note from their parent/guardian is also required. Notes should be presented to the office before school begins in order to get the bus passes.

Violation of the Bus Conduct Code

Violation of the bus code may result in a verbal warning, detention, out of school suspension, expulsion or loss of riding privilege, or immediate removal from the bus **–** depending on the severity of the infraction. *The consequence of a school bus violation will be assigned by the building administrator, after investigating, but does not necessarily have to follow a progression of incidents.*

The superintendent, superintendent designee(s), principals are authorized to deny student school bus riding privileges.

Denial or immediate removal of disabled students may require a modification of the above procedures and shall be accomplished in accordance with the law.

It should be noted that any and all other possible student misconduct, while a passenger on a Heath City School bus, reaching the gravity of the above examples, in terms of persistent disobedience or gross misconduct, shall serve as grounds for conference, and/or temporary/permanent denial of the privilege of riding a school bus.

DANGEROUS WEAPONS POLICY

The Board is committed to providing the students of the District with an educational environment which is free of dangers of firearms, knives, and other dangerous weapons in the schools.

The term "weapon" means 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. Weapons include, but are not limited to, firearms or air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, chemical irritants and other hazardous agents, explosives or any object indistinguishable from the above or that is held forth as a weapon.

The term “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device which includes but is not limited to any explosive, incendiary, or poisonous gas: bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

Students are also prohibited from bringing knives on school property, in a school vehicle, or to any school-sponsored activity. The definition of a knife includes, but is not limited to any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing. This definition shall include, but is not limited to: straight razors, razor blades, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.

Due to the fact that concealment of such weapons and/or illegal substances is difficult to ascertain by school officials, students at Heath Middle School will not be permitted to carry book bags or similar items to and from classes nor be permitted to wear coats during the school day. These items shall be placed in the student's locker upon arrival at school and shall not be removed from said locker until the student departs school premises.

VIOLATIONS OF THE LAW

A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.

Since all acts of misconduct cannot be specifically stated, it must be understood that a student may be disciplined for any act, which disrupts the educational environment or infringes upon the rights of students, faculty and staff members, or administrators. Such misconduct may be subject to discipline, which may include suspension or expulsion.

- A verbatim, word for word, record is required. (This may be a tape recording)
- Law requires no particular procedure for the hearing to follow.
- Formal action to affirm, vacate or modify the disciplinary action on the appeal may only be taken in "public" session.
- The decision of the Board of Education may be appealed to the Court of Common Pleas under the Ohio Revised Code 2506.

Activities and Clubs

Loitering

Students are not permitted to loiter (stay) in the building after school has been dismissed or before or after a school activity. Students must leave the school until they are due back for their activity (meeting, practice, game…) unless they are in an assigned room accompanied by a Board approved adult.

Dances

The following rules will be observed for all elementary school dances:

- Closed dance - The dance will be open to current Garfield students only.
- Arrive at the stated time for the beginning of the dance. When delivered, enter the building immediately.
- Students are to remain in the building. Once you leave, you may not re-enter.
- Act in a polite and courteous manner.
- No rough-housing. All school rules and expectations apply.
- Plan ahead for your parents to pick you up promptly at the end of the dance.
- This is a fundraising sponsored event - to defray costs, an admission is charged.
- Dances are chaperoned by school staff and parents.
- Dress is school appropriate.
- Students who receive an out of school suspension, or more than two detentions may be denied the privilege of attending school dances for the grading period of the discipline.

Health Clinic

A school nurse is available in case of illness. The clinic is located in the office. Students must have a pass from a classroom teacher **before** reporting to the clinic. If the nurse is not present, a student should report his illness to the office personnel. Only school officials may contact a parent to take a sick student home. Generally, parents will only be contacted when a child vomits or runs a temperature of 100 degrees or more without a written parent request to do otherwise.

Medication

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness that will not hinder the health or welfare of others. Medication may be administered in accordance with the following: All medication, prescription and

over-the-counter, must be accompanied by a form which has been completed by the parent and physician requesting that the medication be given. The form requires specifics related to the name of the medication, dosage, and time that it is to be given as well as any side effects that might be expected. All medication must be received in the original container that is labeled with the student's name, the name of the medication, dosage, time it is to be administered, and the physician's name (prescription medication only). Separate forms must be filed for each medication that is to be given. The parent and physician must submit revised forms if any changes occur throughout the school year. Students will not be permitted to self-administer medication. Medications should be brought to the office as soon as the student arrives at school.

Immunizations

Students who do not have evidence of proper immunization and a completed and updated emergency medical form will be excluded from school after fourteen (14) calendar days, until these required forms have been submitted to the school.

Communicable Disease

In order to provide protective health measures for all students and staff at school, parents should report to the school office immediately any communicable disease of their child (scarlet fever, measles, mumps, chicken pox, etc.) This action will assist the school nurse and health department to identify problems.

General Information

Accidents/Accident Insurance

Any accident in the school building, on school grounds or events sponsored by the school must be reported immediately to the staff person in charge of the activity and to the main office.

The health and safety of each student in the Heath City Schools is of prime importance to all persons connected with the school district. Even with the best of supervision and adequate precautions, accidents unfortunately still happen. Because the school district does not provide student accident insurance, parents should make certain that the children are properly insured. If students are not covered by family medical insurance, student accident insurance is available at a very reasonable rate through the N. Carol Insurance Agency. Forms are sent home at the

beginning of the school year for each student. All students need to be protected with some kind of insurance.

Cafeteria/Lunch Program

Heath City School participates in the National School Lunch Program. A special letter will be sent to each student's parents or guardians concerning this program for their information and possible use. This form is also available in the school office.

Parents/guardians of students who qualify for the free/reduced-price meal program must submit the properly completed forms to the main office. If approved, the designated meal ticket will be issued.

The cafeteria is available to provide nutritious meals for students. The food service staff does a fabulous job of preparing a variety of lunches for the students. Courtesy, politeness, and the basic lunchroom policies are to be practiced at all times. Heath City Schools have multiple lunch periods. Rules related to the cafeteria include:

- **Students and parents are not permitted to bring and/or order in food and beverages from outside restaurants.**
- All food and drink must be consumed in the cafeteria.
- Students are responsible for cleaning up after themselves.
- Parents/guardians **are** allowed to sign out their student only if they wish to take him/her outside of the school for their lunch period. Parents/guardians are <u>not</u> permitted to sign out other students without permission.

Failure to comply with the cafeteria regulations will lead to disciplinary action.

Lunch costs $2.80 per day. Breakfast costs $1.50 per day. The cost of milk is $ 0.50. (Costs may change.)

Emergency Drills

Fire

Fire drills are held periodically throughout the school year. It is important that each student adheres to the rules below in the event of a fire or a drill. When the fire bell rings, the student must:

- Get immediately to his feet without taking books or other materials.
- Form a single line and use the first exit assigned to the room.
- Walk outside the building without talking, pushing, or engaging in horseplay.
- Listen carefully for any directions from your teacher.
- Remain outside the building until permission is given to return inside and then file back into the building.

Tornado

If advanced warning is given of an actual tornado, students will be released from school and bused home. The district emergency bus procedure would be implemented. It is important that each student adheres to the rules below in the event of a tornado or a drill. When the tornado signal is given:

- The students will be directed to an assigned area designated as a tornado shelter. These areas are protected by interior walls and have little or no glass. Students should tuck their knees under their chin, bow their head and cover their head with their hands. Hands should not be placed over the ears.
- Students will not be permitted in the gymnasium or auditorium.

Food Treats/Celebrations:

Classroom celebrations/parties should be limited to one per quarter as determined by staff/administration; birthday party treats will not be permitted to be brought into the building. These celebrations are held at a time designated by the classroom teacher. In an effort to create a safe learning environment for all students, and in response to the increasing presence of food-based allergies, parents/guardians are permitted to only send in pre-packaged, individually labeled snacks or treats for these celebrations. For food that cannot be pre-packaged, students and teachers must have food pre-approved by the district nurse/health aide and administration. As part of the district-wide initiative to discourage the use of food as a reward, both teachers and parents/guardians are encouraged to recognize and celebrate students by methods that do not involve food. Students and parents are not permitted to bring and/or order in food and beverages from outside restaurants.

Item Drop-Off

Any items/lunch money brought into school for a student will be placed in the office. Notice will be sent to the student and it will be his responsibility to get the item between classes, at lunch, or after school.

Multicultural Education Policy

The Heath Board of Education recognizes that we are living in a rapidly changing society, and that society is becoming increasingly multiethnic/multicultural.

In accordance with this belief, the Heath Board of Education is committed to providing a positive harmonious environment in which all students have an opportunity to develop into citizens who can adapt to the challenges of living in the 21st century.

In accordance with this aim, the Board of Education of the Heath City School District commits that:

1. All students of diverse ethnic, racial, socioeconomic, gender, religious, and cultural backgrounds will be provided the opportunity to receive a quality education, one that will enable them to achieve their fullest potential.

2. Multicultural education will promote intergroup knowledge and understanding and will prepare academically and culturally informed students to function in a global society.

3. Multicultural education will promote cultural diversity as a valuable resource that should be preserved and extended.

4. Multicultural education will help students, staff and community develop a deeper understanding of their cultural heritages and those of others, minimizing prejudice and maximizing an appreciation for differences.

Non-Discrimination

The Heath City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.* The following person has been designated to handle inquiries regarding the non-discrimination policies:

Kelly Holbrook - (740) 238-7110.

For further information on notice of non-discrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. 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 activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sleeping, standing, lifting, reading, concentrating, thinking, communicating, helping, eating, bending, or operation of a bodily function. (This is not an exhaustive list of major life activities, which means even if an activity or function is not listed it can, nonetheless, be a major life activity.)
The school district has the responsibility to provide accommodations and services to eligible individuals with disabilities. The district acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

Records / Confidentiality

Student records are confidential and are protected by the Privacy Act. Only the school staff and the child's natural parents or legal guardians have access to the records.

- A divorce or change in custody does not change the rights of a natural parent to their child's records.
- A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.
- A stepparent has no rights to records, reports, or conferences unless these rights are conferred on them, in writing, by the custodial parent.

*****See more details at the end of this handbook detailing information about the

Family Educational Rights and Privacy Act (FERPA).

Sexual Harassment

The Heath City School District is committed to eliminating and preventing sexual harassment from all schools and facilities. Sexual harassment is improper, immoral, illegal, and will not be tolerated within the district. This policy is implemented to inform both students and personnel as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district.

Definition - Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

1. Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.

2. Explicitly or implicitly offering employment benefits in exchange for sexual favors.

3. Making or threatening reprisals after a negative response to sexual advances.

4. Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objectives, pictures, cartoons, or posters.

5. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.

6. Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.

7. Physical conduct: touching, assault, impeding or blocking movement.

This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

In the case of sexual harassment

When unwelcome activities described above of a milder nature occur, the best thing to do is to say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, then recourse for the offending student or staff should be sought through the building principal/superintendent. Recourse for students should be through administrators. If employees are subjected to a behavior they consider to be sexual harassment, they are to

promptly notify either a direct supervisor or the superintendent within the district. If a student is complaining of being harassed, then the student is asked to promptly notify a school administrator. Students and staff members will be asked to put their complaint in writing and an impartial investigation will be made into the matter. Appropriate sanctions will be imposed against any employee or student who is found to have engaged in sexual harassment while on or about district property, or in relation to some district activity. The investigation will include interviewing the alleged victim, alleged harasser, any witnesses, and corroborative witnesses. In addition to making a complaint with the designated personnel, the student/staff member also has a right to file a complaint with the Equal Employment Opportunity Commission. If for some reason the student/staff member believes that this policy will not work in their situation, they should discuss the matter with the superintendent.

Heath City School students in violation of this policy are subject to discipline under the Student Code of Conduct, which may include suspension or expulsion.

Surveillance Cameras

For student safety and welfare, video surveillance cameras are placed throughout the school building and grounds and on school buses. Students are informed that their behavior may be monitored by these cameras and that recorded actions may be used as evidence in disciplinary matters. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

Telephone

The telephone in the office is the only telephone available for student use unless so designated by an administrator or supervised by a teacher. **Telephone calls should be made concerning school issues only, not to arrange social plans**.

Visitors

We encourage parent visitation. In the case that parents wish to talk to a teacher, an appointment will be arranged if they contact the school office. Teachers will not be interrupted by visitors or phone calls during instruction unless it is an emergency. Visitors to the school must check in with the secretary upon entering the school. No student visitors will be permitted.

Visitor Tobacco/Nicotine Use Prohibited

No visitor, or staff member is permitted to use tobacco or nicotine products (including e-cigarettes) at any time, including non-school hours, on all school grounds

Volunteers/Chaperones

The District requires current and prospective volunteers who have or will have unsupervised access to students that a criminal records check (consistent with the requirements for school employees) is required.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day a school receives a request for access. Parents or eligible students should submit to the school a written request that identifies the records(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure, without consent. One exception, which permits disclosure without consent, is disclosure to school

officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW

Washington, DC 20202-4605

FERPA: Notice for Disclosure of School Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that the Heath City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Heath City School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Heath City School District to include this type of information from your child's education records in certain school publications. Examples include:

* a playbill showing your student's role in a drama production

* the annual yearbook

* Honor Roll or other recognition lists

* sports activity sheets, such as wrestling, showing weight and height of team

Members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Heath City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 15th of each school year. The District proposes to designate the following personally identifiable information contained in a student's education record as "directory information"; it discloses that information without prior written consent, except that directory information is not released for a profit-making plan or activity. Such information includes:

* student's name

* participation in officially recognized activities and sports

* student's achievement awards or honors

* student's weight and height, if a member of an athletic team

* major field of study

* date of graduation