

Brent Elementary Handbook
8791 Brent Drive
Cincinnati, Ohio 45231

Creating Excellence



Through Teamwork

2018-2019 Parent - Student Handbook

SCHOOL CONTACTS

Principal	Mrs. Lana Gerber	728-3736
Secretary	Mrs. Leslie Falhaber	728-3720
Counselor	Mrs. Nancy Rouse	728-3720
Health Aide	Mrs. Cindy Cahill	728-3720
School Psychologist	Whitney Walker	728-3720
Speech Therapist	Bryn Oakley	728-3720
School Resource Officer	Officer Katie Long	728-3723

Board of Education

Superintendent	Mrs. Theresa Noe	728-3700
Director of Student Services	Mrs. Laurie Banks	728-3700
Marketing and Communications Coordinator	Ms. Missy Knight	728-3700
Central Enrollment	Mrs. Patti Schnur	728-3702
Transportation	Ms. Karen Smith	728-7220
Treasurer	Mr. David Oliverio	728-3705
Compliance/Title IX Officer	Mrs. Laurie Banks	728-3700
Compliance/Title IX Officer	Mr. Doug Lantz	728-3700



Welcome to the 2018-2019 school year!

This student handbook is distributed annually to students in grades K-1 at Brent. Its purpose is to summarize school procedures relating to student academics, attendance, discipline, and Board of Education policy.

We believe that this student handbook can be a useful resource for parents, students, and staff as we all work together to attain the educational goals of all members of our learning community.

Brent School is committed to establishing an environment in which each student has the opportunity to develop his/her potential academically, vocationally, socially, and personally. To achieve this, we will

MISSION

To foster academic and social growth for each student in a safe, supportive school environment.

VISION

Be a learning community that inspires our students and staff to think critically, grow intellectually, and live with integrity.

THINK Critically, GROW Intellectually, LIVE with Integrity

THINK, GROW, LIVE #TGL

At Brent we will continue to focus on creating an environment conducive to high academic achievement by:

- creating a safe, respectful and efficient learning environment through the framework of Positive Behavior Intervention Supports which includes; the teaching of expectations/behaviors, using consistent, fair, and progressive discipline procedures and recognizing student accomplishments.
- continuing to develop school climate and staff morale through student and staff recognition programs, high levels of communication, and collaborative approaches.
- facilitating acceptance and respect for all persons through study and program development.
- providing research based practices, up to date technology and engaging classroom activities to increase student achievement for all students.

We look forward to a great year at Brent Elementary. Please feel free to contact us with your questions and/or suggestions.

Sincerely,
Lana B. Gerber

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Finneytown Local Schools

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Alma Mater

All Hail to happy school days, hail
To golden hours now flying.
Good times, good friends, good learning, hail,
To memories undying.
We'll raise one song for Finneytown,
The echo soft replying,
Be ever true to red and blue,
Oh Finneytown, all hail to you.

Fight Song

Sons who are always loyal,
Sons who are always true,
Fight for the name of Finneytown
Our Red and Blue.
Giving their best to help us,
Raise our banner high,
Fight for the name of Finneytown
Will be our cry.

|

General Information



A. Parent Participation

Parents make up a vital part of our school community. The Finneytown school community offers several opportunities for parents to be involved in the various activities in our schools. The Elementary PTA, Finneytown Foundation, Music Parents Association and the Elementary Family Involvement Team are just a few ways for parents to contribute.

Volunteering is another way to contribute. Any volunteers should contact the building administration for information regarding volunteering opportunities. All volunteers will be handled in accordance to Board Policy 3120.09 and 4120.09.

B. Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office using the appropriate forms.

C. Building Use/Extended Care

Brent School is open from 8:10-3:00 on school days. Students who are involved in extra-curricular activities before or after school must be under the supervision of a member of the professional staff. Extended Care services are available, for a fee, at Brent Elementary School. Extended Care is available each school day from 7 a.m. until school starts and after school until 5:30 p.m. For information, please call Mrs. Buescher at 728-3739.

D. Conferences with Staff Members

The communication between home and staff is an important aspect of the school. Staff members are usually available for conferences by appointment. Staff members may also be contacted by email or telephone during the school day. Staff is encouraged to return email and phone messages within 24 hours. If you would like to observe your student's classroom simply call and schedule a visit with the teacher. As a courtesy to the teacher we ask that you schedule visits with the office 24 hours in advance.

E. Progress Reports / Progress Book

Interim progress reports are sent home with the student at the mid-point of each grading period. They are issued to communicate a student's progress to his/her parents/guardians. Parents/ Guardians are advised to contact the school if they have any questions. Due dates for these reports will be published in the school calendar. Parents/Guardians can check their student's progress via the internet in Progress Book. In Progress Book, parents/guardians can check their student's attendance, and see their end of quarter grades. More information will be available at the beginning of the school year on accessing this program. Teachers are asked to update Progress Book on a weekly basis at a minimum.

F. Special Education Program/Title I Program

The Finneytown Local Schools offer a wonderful Special Education Program and curriculum for students who have been **identified** with a disability. Please reference parental rights and procedural safeguards of IDEA. A research based Title I program is also available to support students identified as at-risk on reading diagnostic tests. Brent offers inclusion classes, as well as intervention classes, to help all students meet their academic needs.

G. School Counselor

Mrs. Rouse, our school counselor, is available to help students with academic and other needs throughout the school year. She can be contacted through the main phone line at Brent (728-3720).

H. Distribution of Student Materials

Permission must be obtained from the administration before distributing any materials (i.e. posters, fliers, signs etc.) that are not related to the normal operation of the school. A community bulletin board is available in the front lobby to display fliers or signs that are not approved to send home to all students.

I. Dress Code

Consistent with Board of Education policy, the dress code is based on the following beliefs:

- ✓ Dress should reflect common decency/modesty.
- ✓ Dress should not disrupt or distract from the learning process.
- ✓ Dress should contribute to a positive image of the learning community.

To these ends, the standards below shall be enforced by staff and administration:

Failure to abide by reasonable dress and appearance codes as established by administration and the Board of Education will result in disciplinary action inclusive of warnings, loss of privileges, and suspension.

1. All clothing must be clean and in good repair. Excessively worn clothes are not acceptable.
2. Non-prescription sunglasses, hats, or other head coverings are not to be visible in the building during the school day. If seen, items will be confiscated and returned only to a parent or guardian.
3. Hair must be well groomed. Curlers in the hair are unacceptable.
4. Clothing adorned with suggestive drug, alcohol, sexual, or other disruptive signs, words, or pictures, or clothing that represents inappropriate group designations are unacceptable.
5. No coats or vests are permitted. Fleece pullovers that are waist length and properly fitted are acceptable. Professional attire is permitted.
6. Shirts must cover the waist in length. Long shirts or sweaters that extend below the hips are not permitted unless tucked in. Shirt sleeves may be no shorter than a regular short sleeve. Muscle shirts, tank tops, and spaghetti straps are not permitted.
7. Well-fitting sweaters and sweatshirts are allowed, providing they do not extend far below the waistline. All pants must be worn at the waistline. Clothes may not be oversized.
8. Shorts must be no shorter than six inches above the knee. Skirts must be no shorter than three inches above the knee. Pants must be worn at the waistline. No pajamas will be permitted.
9. Shoes must be worn at all times. No slippers or house shoes are allowed.
10. Any items that reflect gang affiliations such as bandanas are strictly prohibited.
11. Any student who is in violation of the dress code could be required to change clothing before returning to class.

Repeated violations will result in disciplinary action.

- Cooperation is expected from parents/guardians as well as students.
- Students coming to school with inappropriate clothing could be held from classes until proper clothing/dress is obtained.
- School staff has the full authority of the administration to determine if a student's dress or garments meet the school's standards based on the above expectations.
- If a student is noncompliant with staff or administrative requests to correct dress code violations, he/she will be considered insubordinate.

J. Lunchroom Procedures

1. Food and drinks may not be removed from the Lunchroom. Students are responsible for cleaning their eating areas including table, floor, and chairs before leaving. Failure to do so may result in disciplinary action.
2. Students may not leave school during lunch-unless signed out by a parent/guardian.
3. Students must have a hall pass to leave the lunchroom.
4. Students may not sell their food to another student.
5. Due to many food allergies and possible germs, **students may not trade food or share food with each other.**
6. No student may use another student's name to obtain a lunch through the free/reduced program.
7. Students **may not bring carbonated beverages to school for lunch.**
8. Due to safety concerns, students are not permitted to have visitors for lunch unless approved by administration in advance.

K. Emergency School Closings

In the event that school will be closed or delayed, information will be broadcast over local TV and radio stations and listed on the district web site (www.finneytown.org). The principal or his designee will announce schedule adjustments and lunch period changes caused by the delay.

L. Student Fees

Students are assessed fees once a year and students/parents are responsible for having these paid. Fees that are unpaid will be carried over from year to year and unfulfilled obligations will result in the student being unable to graduate or participate in extra-curricular activities at the Secondary Campus. The District recognizes that there are instances in which it may become necessary for a parent or guardian to seek a waiver or request a payment plan for financial reasons. To make arrangements for this, contact the Board of Education at 728-3700. Fees may be assessed for textbooks that are lost or damaged. It is recommended that all textbooks be covered to protect them to reduce wear and damage. Students will be expected to return the same textbook that was issued to them at the beginning of the school year. Damaged books will require a fee to be paid before school dismisses. Fees will also be assessed for library overdue materials or lost materials and supplies.

M. Bus Regulations

All buses may be equipped with video monitoring systems. The purpose is to record everything (video and audio). Tapes will not be retained if there is no evidence of problems on the bus that day. Our ultimate goal is to safely transport students to and from school. With your continued support, we will be able to accomplish this goal.

1. Be on time at the designated school bus stop and wait until the bus comes to a complete stop before attempting to enter.
2. Keep hands and head inside the bus at all times.
3. Loud talking, noise making, and horseplay are distracting to the driver and are therefore a safety hazard. These behaviors cannot be tolerated.
4. Smoking, eating, drinking, and are not permitted.
5. No animals are allowed on the bus.
6. No firearms, ammunition, explosives, or other dangerous materials or objects may be carried on the bus.
7. No unauthorized passengers shall be permitted on the bus. **You are an authorized passenger only on your assigned bus at your assigned time.**
8. Drivers are employed by the Peterman Bus Service and deserve the same respect as any other staff member. They are responsible for order on the bus and may assign seats. They are expected to report anyone not following bus regulations.
9. School authorities may refuse transportation service to any student who does not comply with bus regulations.
10. If you need to ride a different bus, you must bring in a written note from your parent/guardian stating the need for the change. The appropriate administrator will then approve the note which must be given to the bus driver before you can be admitted on the bus.
11. The new *School Bus Stop Code No. 3301-83 C & D* states that: Students are to exit the bus quickly and safely walk ten steps clear of the danger zone and wait at the **designated place of safety on the residence side**. The driver must count the students as they exit the bus and see them to their **designated place of safety on the residence side where they must remain until the bus leaves the stop**. Only after counting the students may the driver begin to leave the bus stop. After the bus leaves the stop location, the students may proceed to their residence.
12. Kindergarten parents must be at the designated bus stop to meet their child.

Private Transportation

- a. If a student is being driven to/from school by a private conveyance, he/she must be dropped off or picked up in the front parking lot.

- b. Students being picked up by someone other than the parent/guardian must notify the school **before 2:15 p.m., and be on emergency contact form, parent giving consent.**
- c. Any person picking up a student must be on that student's "Contact Card" or the student will not be released to them.
- d. A phone call alone will not be enough to allow a student to leave school. Someone must come in and sign that student out. When signing out a student, you may be required to show a photo I.D.

N. Field Trip Policy

Field trips are extended opportunities for learning. The principal or classroom teacher has the option to refuse permission for the student to go on the field trip. A permission slip from the parent for a student's participation must be secured in advance of the trip. Chaperones may not bring younger siblings or other young children along on fieldtrips.

O. Emergency Situations and Procedures

In the event of an emergency situation during the school day or during a school-sponsored activity, students are instructed to closely follow faculty instructions. Disciplinary action may be taken if a violation involving an electronic device occurs.

Safety procedures are practiced periodically throughout the year in accordance with state law. Evacuation procedures,

Fire drills, Lockdown/Rapid evacuation/A.L.I.C.E. drills are practiced monthly. Shelter-in-place procedures/tornado drills are practiced in March, April and May.

Evacuation procedures require all staff and students to leave the building and remain clear of the building until given an "all clear" signal indicating that re-entry into the building is safe.

Tornado procedures require all staff and students to report to pre-designated "safe" spots throughout the building. Again, it is imperative that students follow staff instructions and remain in the assigned area until an "all clear" signal is given indicating that the school day can continue in a normal manner.

Lockdown procedures require all staff and students to remain quiet and behind locked doors until an "all clear" signal are given indicating that it is safe to unlock/open the door and continue with the normal school day.

The school may respond to a variety of emergency situations by implementing one of the three above-mentioned procedures or a combination of the three procedures. Students must remain calm and cooperative during safety drills and procedures, adhering to the instructions of the faculty.

Fire Drills

Monthly fire drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

It is important that students be kept clear of the building during emergency evacuation in order to facilitate movement of emergency vehicles and equipment.

Students and staff are not to re-enter the building unless directed to do so by one of the administrators. **Under no circumstances do students or staff remain in the building during an emergency evacuation.**

Any student found pulling a false alarm will be recommended for expulsion from school and will be prosecuted to the full extent of the law.

Tornado Policy

Upon instruction, teachers will move classes to designated safe spots within the building. Obey these directions promptly. Tornado plans will be posted clearly in all classrooms. Periodic drills will be held during the school year to familiarize you with tornado drills.

District Emergency/Safety Plans

All drills are conducted as part of the District Emergency and Safety procedures (specifically Board Policy 8400 and 8420). For more information, contact building administration.

P. Food and Drink Policy

To promote a healthy and safe environment, **soda, candy, and gum** are **not permitted** to be in the building, bus, or recess, except for instructional classroom activities. Students are permitted to have water in a clear, plastic, capped bottle. We encourage parents to provide healthy food options for their child which includes limiting fast food brought to school for consumption.

Q. Health Services

If a student becomes ill in school, he/she should report to his/her teacher for a pass to see the nurse or secretary. Any student on a prescribed drug should leave the prescription in the health aide office/clinic. Students who must take prescription or over-the-counter medication must have an authorization form on file in the office. All medication forms are available on the district website (Quick links: Nurse site or Enrollment site).

Head lice is a communicable nuisance that affects young children often because of their close contact during playtime and at school. Lice are not known to spread disease. Lice are about the size of a pinhead or a sesame seed. They move by crawling and cannot hop or fly. They are tan or grey-white in color. Students with nits **will not** be permitted in class, and parents contacted. Students with lice will have parents contacted, be excluded from class, as the family works with school nurse to remedy. If head lice have been identified in your child's classroom, being proactive, a parent notification letter will be sent home with students in that particular classroom.

School Tuberculosis Screening Policy for Students

All foreign-born, newly enrolled students who have been in the United States for 5 years or less are required to provide documentation of a negative TB test within 90 days of enrollment. In addition, any currently enrolled student who travels *at any time* to a high risk country, as defined by the World Health Organization Global TB Control, in a non-tourist capacity, must provide documented evidence of having a negative skin test or blood test in no less than 60 days but no more than 90 days after their return from travel. Contact the school nurse for a complete up-to-date list of high risk countries, or for information about tuberculosis testing locations.

R. Inoculation of Students

The Board of Education has the right to exclude those children who have not been vaccinated according to state regulations. Health records must be presented when the student enrolls.

S. Parents Contacting Students/Students Contacting Parents during the School Day

If a parent needs to contact the student during the school day, he/she should call the office and leave a message. It will be delivered to the student when it is appropriate without disturbing the instructional program. Students are encouraged to be organized and well prepared. Parents will only be interrupted during the day if it is an emergency. Students can be given a "lunch charge" when they forget their lunch.

T. Cell Phones/Radios/ Electronic Devices

Brent Elementary recognizes the desire for many of our students to carry cell phones, IPOD's and other electronic devices and games to school. However, the use of these forms of technology, as well as others, can be disruptive to the

educational process. We **cannot allow** these forms of technology to be a deterrent to our mission of providing a quality education for our students. Therefore, **bringing any of these items to school is prohibited unless teacher requests to use for education.** Students bringing these items that can cause a disruption and/or threaten the safety of our school will be subject to disciplinary action. All electronic items that are used in the building should be owned by the school. These items are permitted for instructional activities only and because they are school owned, will be allowed in the classroom. *Exceptions will be made on the request of the teachers for special events. These special activities will be communicated to parents prior to the event.

1st Offense – The item(s) will be confiscated and a parent/ guardian will be required to pick the item(s) up in the office at the end of the week.

2nd Offense – The item(s) will be confiscated until the end of the quarter, at which time the parent may pick the item(s) up in the office.

3rd Offense – The item(s) will be confiscated until the end of the year, at which time the parent may pick the item(s) up in the office.

Students bringing electronic devices to school do so at their own risk. The school is not liable for lost or stolen electronic devices that students may choose to bring to school.

U. Title IX

Pursuant to Title IX of the Education Act of 1972, the Finneytown Local School District does not discriminate on the basis of sex in employment or the educational programs and activities which it operates including admission thereto.

V. Visitor Policy

Brent Elementary is equipped with a swipe card security system that will require visitors to be “buzzed” in. Student visitors are permitted if approved by administration and have completed the necessary paperwork at least 24 hours prior to the scheduled visit. Any visitor to the school building must check in at the Main Office, sign-in, and obtain a visitor’s sticker.

W. Withdrawal/Transfer from School/Change of Address

If you are moving, please contact our Central Enrollment/Withdraw office located in the board office. You can complete the paperwork with this office. If you have an address change in the district or a change in phone number, please notify both the school and the Central Enrollment office of the changes.

X. Student Records/Custody Papers

Parents/Guardians are permitted to inspect and review the education records of the student by contacting the appropriate building administration. Parents/Guardians are permitted to seek the correction of inaccurate records through a request to amend the records or a hearing. They are also permitted to place a statement in the educational record of the student as a result of such a hearing if they wish to comment upon the information.

If custody papers exist, it is the parents/guardians responsibility to ensure that the school has the most up to date court records/custody papers. These are kept in a student’s cumulative file and referenced as needed. Non-custodial parents are permitted access to educational records, including attendance, report cards and standardized test information

Y. Third Grade Reading Guarantee

In the third grade students will participate in State mandated testing. All testing dates will be communicated to each family

during the school year. Students in grade three will be subject to the State of Ohio Third Grade Reading Guarantee. This legislation mandates that third grade students demonstrate a competence level in reading before advancing to the fourth grade. There are several exemptions to these provisions that include students that have been retained in a previous year (K-2), some students on Individualized Education Plans and students that are limited English proficient. Third grade students will have multiple opportunities to demonstrate competence during the school year and also in the summer after their third grade year. If students are not able to meet the criteria that has been established by the State of Ohio, they **must** be retained in third grade.

Z. 5517 - ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively "Protected Classes") and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B.
- C. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- D.
- E. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected

Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the

characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Director of Student Services

513-728-3700

8916 Fontainebleau Terrace
Cincinnati, OH 45231

Business Manager

513-728-300

8916 Fontainebleau Terrace
Cincinnati, OH 45231

The names, titles, and contact information of these individuals will be published annually on the School District's website.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B.
- C. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- D.
- E. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student records policy. (See Policy 8310 and Policy 8330)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the

district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the

totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the *Family Educational Rights and Privacy Act* or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board

may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty- one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Revised 02/21/2006

Revised 12/16/2013

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Legal

R.C. 4112.02

20 U.S.C. 1400 et seq.,

The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq.

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 1983

National School Boards Association Inquiry and Analysis – May, 2008

Last Modified by Robin Dosser on March 13, 2017

AA. 5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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

Harassment, intimidation, or bullying means:

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

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or

disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

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

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

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

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

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

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

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

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

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

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

Complaints

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

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

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

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

Immunity

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

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

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

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

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

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

Revised 02/21/2006

Revised 12/17/2007

Revised 01/18/2011

Revised 04/16/2012

Legal

R.C. 3313.666, 3313.667

II Attendance



A. General Information

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with student's progress in mastering the knowledge and skills necessary to graduate from high school prepared for higher education and the workforce.

1. All students are required to attend school on a regular basis; however, should you be absent from school the following reasons are considered excused by Ohio Revised Code Section 3321.04 and Ohio Revised Code 3301-69-02:
 - a. Illness of the child. (A written physician's statement verifying the illness may be required.)
 - b. Illness in the immediate family necessitating the presence of the child.
 - c. Quarantine of the home.
 - d. Death of a relative.
 - e. Medical or dental appointment
 - f. Observance of religious holidays.
 - g. College visitation
 - h. Emergency circumstances which, in the judgment of the superintendent of schools, constitute a good and sufficient cause for absence from school. To request an excused absence, the parent must submit a written request to the superintendent prior to the absence.
 - i. Absences due to the student's homeless status.
 - j. Absences due to a student's placement in foster care or change of foster care -----any court proceedings related to the student's foster care status.
2. **When a student is absent from school or any portion thereof without a legal excuse, it constitutes truancy.**
3. To participate in extra-curricular activities, a student must be in attendance a minimum of 3 hours on the day of the activity.

House Bill #410 was passed by the Ohio Legislature in December 2016 to encourage and support a preventative approach to excessive absences and truancy. State law now requires reporting student attendance by hours instead of days which means **student absence accumulates minute by minute**. Therefore, any school time missed by a student (ex. late to school or early dismissal) is tracked as part of his/her attendance

Excessive Absences

1. If a student is absent for **38 hours, excused or unexcused, in one school month**, the district **must** send home a letter stating that it is the parents' or guardians'; responsibility to send the child to school. If absences continue, families will be required to provide a physician's note documenting the illness and day(s) the physician has excused the child from attending school.

2. If a student is absent for **65 or more hours, excused or unexcused**, the district **must** send a letter stating that it is the parents' or guardians' responsibility to send the child to school and that a physician's note will be required for any additional absences.

Habitual Truancy

1. If a student is absent **30 or more consecutive hours without a legitimate excuse**.
2. If a student is absent **42 or more hours in one school month without a legitimate excuse**
3. If a student is absent **72 or more hours in one school year without a legitimate excuse**.

If a student is absent for **54 hours, excused or unexcused**, the district should send a letter warning that the student is approaching 72 hours of absence, which will trigger an Absence Intervention Team (AIT) to meet and an Absence Intervention Plan (AIP) to be created. This letter is optional, but serves as an additional reminder for parents.

If a student is deemed habitually truant, the district must form an AIT and develop an AIP. If families don't comply, **a complaint will be filed with the courts**.

The Absence Intervention Team must include a parent or guardian, a school district representative and another district representative who knows the child. A counselor, school psychologist or public-agency representative may be included.

The Absence Intervention Plan developed by the team must identify the causes of absences and decide upon interventions.

All of the above must be reported to the state.

If the plan is not successful, the student and parent must be referred to the court system.

B. Absence Procedure

1. It is important that you follow the procedure outlined below to insure an accurate record of your attendance to school and each class. Absence to school will be indicated on your report card each quarter and may affect your grade.
2. **If Absent From School:**
 - a. A parent/guardian should call 728-3720 by 9:00 a.m. to report your absence.
 - b. When returning to school from an absence, present your absence note stating the date(s) of the absence and reason for absence to the office. This note is to be signed by your parent or guardian for a student under 18 years old.
3. **Absenteeism/Truancy:** Because school attendance is important, the following steps will be taken in dealing with student absenteeism:
 - a. Parents of student absentees should contact the Office (728-3720) by 9:00 a.m. A school official will, on a daily basis, contact those parents who do not contact the school to verify absence.
 - b. Students who are absent (excused or unexcused) for more than 3 hours may not be permitted to participate in extra-curricular activities for that day. This rule may also apply to students missing more than 3 hours on Friday who wish to participate in extra-curricular events on Saturday. Students seeking exemptions to this rule should contact the administration ahead of time.
 - c. Students have 10 days from their absence to return with a doctor's note. After those 10 days, the student's absence will be considered unexcused.
4. **Make-Up Work:**
 - a. If a student's absence is excused, he/she is entitled to make up work missed. Upon his/her return, it is the student's responsibility to work with the teacher to see that the missing work is assigned and the due date is set.
 - b. Students under suspension also have the right to make up missed assignments without immediate penalty. The number of days that the student was suspended will equal the number of days that the student has to complete missing work without penalty upon his or her return.
5. **Parent Out of Town or Unavailable:** When it is necessary for parents to be away from home for extended periods, it is the responsibility of the parents to notify the Office in writing, prior to their departure, giving the name of the adult to be contacted in their absence.
6. **Student Vacations during the School Year:** School days missed by a student for family vacations will be **UNEXCUSED** absences due to changes in state law. These days/hours missed will count towards a student's truancy.

III

Discipline



A. Positive Behavior/Intervention Supports (PBIS)

What is PBIS? PBIS refers to Positive Behavior Intervention Support, it is a proactive approach to school-wide discipline. As a school we are reinforcing the positive behaviors of students doing what is expected of them as well as supporting students who need extra assistance to reach the school wide expectations of being Respectful, Responsible, Safe, Problem Solvers. This program is used to track office referral data so that the amount of instructional time for students is

increased and time out of class for unwanted behaviors is decreased. The positive expectations will consistently be defined, taught, reinforced, and monitored throughout the school year.

Why is Brent participating in the PBIS Program? “We believe in building a safe and positive environment with clear and consistent boundaries. We believe in demonstrating mutual respect among staff, students and parents. We believe in supporting one another by working together and being kind, caring, and compassionate. We believe in our students, staff, and parents. We believe in helping to build students who are ready and prepared to learn and to be successful each day.”

What is a “Brent Buck”?

A Brent Buck is an incentive for students to follow the behavior expectations in all areas of the school. The purpose of the Brent Buck is to promote positive interaction with students by every staff member.

How students earn Brent Bucks?

When staff members observe students following the expectations throughout the building they may give students Brent Bucks as a positive reinforcement. Staff members may give out multiple Brent Bucks a day for various expectations being demonstrated by students.

What do students do with the Brent Bucks?

Students deposit them in their classroom box. They get a congratulations. Brent Bucks are drawn from each classroom box weekly and read on announcements. As a celebration, students come to the office where they receive a sticker, a certificate, lots of praise and have a special privilege such as extra recess, first in the lunch line, or a prize.

B. Discipline Referral to the Office

Students referred to the office are subject to school disciplinary actions. Students may be referred to the office when other classroom disciplinary measures have failed to correct student behavior. Examples of classroom measures may include: warnings, conferences with students, parent communication, detentions, time out, buddy teacher referrals, loss of privileges, etc. Students also may be referred immediately when behaviors are extremely disruptive or pose a danger to self and others.

A disciplinary record will be kept on each individual student in the Public School Works System and/or Office.

School disciplinary actions may include any of the following:

Alternate Lunch Location - A student will eat their lunch away from the cafeteria to have a quieter location where they eat and reflecting on their behavior or actions.

Loss of Recess- A student will not be permitted to go to recess. Student could be asked to finish class work or homework.

Parent Conference – This is a required meeting with the administrator, parents/guardians, and student to address behavior issues. During this conference a contract may be formed stipulating behavior requirements to be met in order for the student to remain in school.

Nonviolent Crisis Intervention (CPI)- Students who are deemed a flight-risk, or could potentially injure themselves or others may have CPI certified staff members intervene for their own safety. Incidents will be documented on a Critical Incident Form and parents will be contacted. Students may need to be Emergency Removed from school.

Emergency Removal from School- If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the administration may remove the student from curricular activities or from the school premises. Students on emergency removal are not allowed on school property or to attend any school sponsored activity.

Suspension (OSS) - Students can be suspended from school by administration up to 10 days and not return until the term of the suspension is completed. Students on suspension are not allowed on school property to attend any school sponsored activity.

Expulsion - Expulsion is the removal of a student from school from 1 to 80 school days beyond a suspension. An expulsion of 1 year can be imposed by the Superintendent in cases involving knives, firearms, violent conduct, and/or bomb threats. Students expelled from school will be withdrawn and forfeit any rights to make up work.

When Students are Referred to the Office

The administration uses a progressive discipline system, where the severity of consequences increases each time a student violates the Student Code of Conduct. It ensures that students violating the Student Code of Conduct are approached in a consistent, fair and objective manner. It is also intended to promote positive changes in student behavior.

The administration reserves the right to be flexible with this plan and make decisions based on the details regarding the specific incidences of each individual case. In certain cases, the actions of students may be reported to the Springfield Township Police Department or other public agencies like Children Services (**as school personnel are mandated reporters**) or the Department of Health, and the school has the option to file charges with the court system.

The progressive discipline system contains the following elements:

- The student and parent(s) are notified of the disciplinary consequence for further violations of the Student Code of Conduct.
- Some violations may be treated differently if there are unusual, severe, or mitigating circumstances.
- Some cases of misconduct can be severe enough that immediate suspension or recommendation for expulsion may occur.
- It is intended to promote positive changes in student behavior.
- It has clearly defined steps, yet it is flexible enough to allow for special circumstances.

C. Student Code of Conduct: General Code

Students attend Finneytown Local Schools under the direction of state law and with full benefits of constitutional protection for their rights as citizens. They therefore, can act, speak, or behave as young citizens within a large scope of options. The rules of this code have been written and adopted by the Board of Education, in accordance with Ohio Revised Code 3313.661, which specifies the school's expectations. Pupils have a right to reasonable treatment from the school and its employees. The school and its employees, in turn, have a right to expect reasonable behavior from students.

Violation on the part of a student of any of the following rules may result in disciplinary action, including detention, suspension, emergency removal from class or school, and/or expulsion. This is not meant to be all-inclusive, since a building administrator may use other options and interventions.

General Statements:

The types of conduct prohibited by this Code of Regulations are as follows:

- Chronic misbehavior that disrupts or interferes with any school activity.
- Disrespect to a teacher or other school authority.
- Disrespect to a student.

- Disregarding reasonable directions or commands by school authorities.
- Disruptions or interferences of school activities.
- Willfully aiding another person to violate school regulations.
- Failure to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.

Offenses

1. **Truancy:** A student shall comply with the compulsory school attendance laws. When a student is absent from school or any portion thereof without a legal excuse, it constitutes truancy. This includes absences from class, or any other properly assigned activity.
- 2A. **Disruption to School:** A student shall not, by use of violence, force, coerce, threaten, haze, harass, submit a false alarm, act insubordinate or commit repeated acts of misbehavior, cause disruption or obstruction to the educational process, including all curricular and extra-curricular activities.
- 2B. **Profanity and/or Obscenity:** A student shall not perform any act of a lewd or obscene nature or by written, verbal, gestures or other means, violate, annoy or humiliate others or disrupt the educational process. The possession of pornography, inclusive of multimedia tools such as computers, cell phones, etc., is strictly prohibited. Engaging in sexual acts, or displaying excessive affection or other inappropriate behavior with a person on school grounds is strictly prohibited. Sexting is also a violation of school policy. Sexting is the electronic transmission of sexual messages, pictures or other lewd material.
- 2C. **Insubordination:** A student shall comply with the directions of *ALL* authorized school personnel during any period of time when the student is properly under the authority of the school. *Authorized school personnel* include, but are not limited to: administrators, teachers, aides, custodians, and administrative assistants.
3. **Fighting, Assault and/or Threat Thereof:** A student shall not physically attack or threaten to attack any person on school property, or while in attendance at any school activity, function or event off school grounds, including Board of Education owned vehicles. This also includes assault on school employees.
4. **Destruction of Property: (School or Private):** A student shall not cause or attempt to cause willful destruction or defacement of school or private property, including Board-owned vehicles, either on school grounds or at any school activity, function, or event off school grounds.
5. **Theft:** A student shall not take or attempt to take into possession the public property or equipment of the school district or the personal property of another.
- 6A. **Dangerous Weapons, Instruments and Objects:** A student shall not possess, handle, transmit, or conceal any object that might be considered a dangerous weapon or instrument capable of harming another person. Weapons or look-alike weapons are not permitted on school property. Violations of the Code of Conduct involving weapons or look alike weapons are subject to expulsion for one school year. Students shall not bring look-alike weapons to school even for educational activities.
- 6B. **Use/possession of a weapon other than a gun or explosive.** Using or possessing any kind of weapon other than a firearm or explosive, such as a knife, razor, club, chain, laser pointer, etc., used to inflict harm on another person or to intimidate any person. Any violation involving firearms is subject to expulsion from school for one year.
- 6C. **Use/possession of any explosive,** incendiary or poison gas or the misuse of chemical sprays is strictly prohibited. This includes items such as mace, pepper spray, and other items that can cause physical harm.
7. **Inappropriate Dress:** A student shall not dress or appear in a fashion deemed inappropriate because it: (1) interferes with the health or welfare of the student or others, (2) causes disruption or directly interferes with the educational process or (3) represents some type of inappropriate group designation.

8. **Trespass and/or Loitering/Out of Location:** A student shall not be present in a school building or on school grounds at unauthorized times, which may cause disruption to an activity, function, or the educational process. Loitering in halls, restrooms, and stairwells, is unacceptable, since these are high traffic areas.
9. **Tobacco:** A student shall not smoke, use, or possess any substance containing tobacco, including, but not limited to: cigarettes, cigars, pipes, clove cigarettes, and chewing tobacco; or use tobacco in any other form. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location. Lighters and matches are also prohibited.
- 10A. **Narcotics, Alcoholic Beverages and Drugs:** A student shall not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, dangerous drug, narcotic, trafficking, paraphernalia, or any substance that causes physical or mental change.
- 10B. **Look-Alike Drugs:** A student shall not make, possess, use, transmit, traffic, sell or offer to sell counterfeit controlled substances or paraphernalia.
11. **False ID..:** A student shall not use or attempt to use false identification to mislead school personnel.
12. **Extortion:** A student shall not obtain or attempt to obtain another person's property, either by implied or expressed threat.
13. **Forgery:** A student shall not falsify, in writing, the name of another person, times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school.
14. **Breaking and Entering:** A student shall not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function, or event off school grounds.
- 15A. **Plagiarism:** A student shall not use the ideas, theories, opinions, or works of another person without giving credit to that other person.
- 15B. **Unauthorized Assistance:** A student shall not use the ideas, theories, opinions, or works of another person without giving credit to that other person.
- 15C. **Lying/Tampering:** A Student shall not falsify information to school authorities who are in the legitimate pursuit of their jobs.
- 15D. **Theft/Stealing:** A student shall not take, view, keep or possess the personal property or academic work of another in an unauthorized manner.
16. **Technology Violations:** violation of the district's technology policy, misuse of district technology, resources and violations to the Acceptable Use Policy (AUP) are violations that are subject to disciplinary action.
17. **Cell phones and electronic devices.** If a student brings an electronic device to school, the school reserves the right to reasonably search the contents of the device.

This student code of conduct applies to all Finneytown School students:

- During the school day.
- At school functions.
- At any school site in the Finneytown School District.

Students may be subject to discipline for violation of the Student Code of Conduct that occurs while a student is in the custody or control of the school, on school grounds or in close proximity, while at a school sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student conduct at all times, on or off school property, when such conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of Finneytown Schools.

This Code of Conduct governs behavior, wherever it occurs, that is directed at a district official or employee, or on the property of such official or employee.

D. Prohibition Against Harassment, Intimidation, and Bullying

Harassment, intimidation, or bullying behavior by any student in the Finneytown Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R. C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and /or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

E. Emergency Removal

Whenever a student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process within the classroom or elsewhere on the school premises, school personnel may take the action of removing the student from school immediately. The student may not attend school or school related functions while on Emergency Removal.

F. Time Out/Buddy Teacher

The purpose of Time Out or Buddy Teacher referral is to eliminate disruptiveness to entire class. An additional purpose is to insure teachers are making parental contacts. This puts emphasis on learning and reinforces that disruptions are not tolerated.

Process

- Teacher gives 1-2 warnings to redirect disruptive behavior
- Teacher makes parent phone contact about behavior

G. Out of School Suspension (OSS)

While on suspension or expulsion the student may not attend school or school related functions.

H. Public Displays of Affection

Public displays of affection are not permitted on school grounds.

I. Sexual and Other Forms of Harassment

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile,

discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

The harassment by a student of a staff member or fellow student of this District is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct.

Any student wishing to register a harassment claim should do so in the office.

Alternative Actions

1. Alternative actions may replace and/or accompany any disciplinary action taken for a violation of the student code of conduct.
2. In each incident, the administrator will decide on an individual basis if alternative action will best meet the needs of the student, the school district, and/or the employees of the school district.
3. Alternative actions that may be taken include but are not limited to:
 - A. civil and/or criminal prosecution
 - B. denial of privileges
 - C. design of a unique student educational program
 - D. design of a student behavioral program
 - E. design of a student work or service program
 - F. liability for damages or financial loss
 - G. parent conference
 - H. participation in a conflict resolution program
 - I. referral to alternative education program
 - J. referral to appropriate local, county, and/or state agencies and/or institutions
 - K. referral to a Student Support Team (SST)
 - L. referral to psychiatric and/or psychological service staff
 - M. scheduling of a parenting improvement course

J. Search and Seizure Policy

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be subject to random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are authorized to use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the superintendent or designee has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs, weapons and/or contraband or weapons in locker areas and other places on school property where such substances could be concealed.

A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. Administration or designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.