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MT. HEALTHY ADMINISTRATION OFFICES (729-0077)  
SUPERINTENDENT

Dr. Reva Cosby

ASSISTANT SUPERINTENDENT

Mrs. Karen Green

TREASURER

Ms. Rebecca Brooks

BUSINESS MANAGER

Mr. Edwin Skinner

EXECUTIVE DIRECTOR OF TEACHING AND LEARNING

Mrs. Michelle Linnere

COORDINATORS OF TEACHING AND LEARNING

Mr. Brock Kinser - Secondary

Ms. Jana Wolfe - Elementary

EXECUTIVE DIRECTOR OF STUDENT SERVICES

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STUDENT SERVICES COORDINATOR

Mrs. Elizabeth Wessel

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EMIS SUPERVISOR

Mrs. LaWanda Engleman

STATE & FEDERAL PROGRAMS COORDINATOR

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TRUANCY/FOSTER CARE LIAISON

Mr. Mark Walden

PSYCHOLOGISTS

Mrs. Jill Fickling-Conyers – Junior High/High School

Ms. Melinda Mastman – South Elementary

Ms. Maria Tedesco – North Elementary

TRANSPORTATION 728-4985

DIRECTOR OF FOOD SERVICE

Ms. Fredrika Richardson 728-4972

MT. HEALTHY CITY SCHOOL BUILDINGS

**Central Student Registration 729-0077**

North Elementary 742-6004

South Elementary 728-4683

Mt. Healthy Junior High School 742-0666

Mt. Healthy High School 729-0130

## FOREWORD

While this parent-student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year, refer to Mt. Healthy School Board Policies and Guidelines for the complete and most current text of all policies and guidelines, [www.mthcs.org](http://www.mthcs.org). Click on **Board**. Then click on **Bylaws and Policies**. A computer is available at school to access these documents. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available throughout the year. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal whom you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written material on the same subjects, with the exception of Board policy/guidelines and State/Federal legislation.

## MT. HEALTHY CITY SCHOOL DISTRICT MISSION STATEMENT

Mt. Healthy City Schools are committed to providing:

- Diverse, high quality academic programs designed to maximize each student's potential;
- A highly skilled and innovative professional staff who reflect the values of our community;
- A safe, clean, and caring environment where discipline and respect are held in the highest regard; and
- An atmosphere and attitude that welcomes parent, family, and community involvement

## NON-DISCRIMINATION & ACCESS TO EQUAL ED. OPPORTUNITIES (Ref. Policy 2260)

The Mt. Healthy City Schools Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Additionally, it will not discriminate in its employment policies and practices.

Grievance procedures for non-discrimination can be found in Mt. Healthy City Schools Administrative Guideline 2260B. The following people have been designated as Civil Rights Compliance Officers to handle inquiries regarding the non-discrimination policies of the District and to address any complaint of discrimination: Karen Green, Assistant Superintendent, (513) 728-4970, and Sarah Gehring, Executive Director of Student Services, (513) 728-4983, both located at 7615 Harrison Ave, Cincinnati, OH 45231. You may also call the Board Office main number (513) 729-0077. A link to the Administrative Guidelines can be found on the district website at [www.mthcs.org](http://www.mthcs.org). Click on **Board**. Then click on **Bylaws and Policies**.

## SCHOOL DAY

**Regular Day: 9:05 a.m. – 3:55 p.m. (North); 8:35 a.m. – 3:25 p.m. (South)**

**Tardy Bell: 9:20 a.m. (North); 8:50 a.m. (South)**

**Early Dismissal Day: 9:05 a.m. – 2:55 p.m. (North); 8:35 a.m. – 2:05 p.m. (South)**

**Two Hour Delay: 11:05 a.m. – 3:55 p.m. (North); 10:35 a.m. – 3:25 p.m. (South)**

**Ohio Parent Information Resource Center** – Did you know that in southwest Ohio there is a center devoted to supporting parents as partners in education? The Ohio Parent Information Resource Center (PIRC) is located at 2400 Reading Rd., Cincinnati, OH 45202, and can be contacted at (513) 762-7118. A PIRC brochure is available in the school office. The PIRC homepage is <http://www.ohioprc.org>.

**Highly Qualified Staff and Parents’ Right to Know Teachers’ Qualifications** – Again this year, 100% of Mt. Healthy City School District teachers and paraprofessionals are “Highly Qualified” as required by the No Child Left Behind Act (NCLB). As a parent/guardian you have a right to ask about the professional qualifications of your child’s teacher(s). Professional qualifications include state licensing in grade levels and subjects taught; undergraduate and advanced degrees earned; qualifications of instructional paraprofessionals who may provide services to your child; and whether state licensing requirements have been waived for any teacher teaching under temporary status. You may also request information about the professional qualifications of the paraprofessionals who may provide additional learning support. Please contact the school office if you would like additional information.

**School-wide Title I Program and Invitation to Participate** – At the beginning of the school year we will share in a parent meeting information about our school-wide programs. We want to let you know that Mt. Healthy City School District elementary schools are School-wide Title I buildings, and Title I funding supports the academic achievement of every enrolled student. Parental involvement is a priority of our School-wide program. We would like to invite you to participate in decision making, committees, and other opportunities to reach School-wide goals and support your child’s learning. Please contact your building principal to learn more about involvement opportunities.

**Family School Compact** – Each school year the elementary schools provide opportunity for parent/guardians and teachers to co-sign a *School-Parent Compact*. The *School-Parent Compact* reaffirms our mutual commitment to student success, and it will be sent to you in your child’s backpack. It was developed with input from parents, highlights ways in which student learning will be supported at home and at school, and describes means of communication between home and school. We encourage you to sign and return it to your child’s classroom teacher.

## **SECTION I: ACADEMICS / CURRICULUM**

### **COURSES OF STUDY**

Students in grades Preschool through 6 will receive instruction in the following areas (note: In Preschool, instruction in Music, PE, and Art is integrated into the classroom experience):

READING  
ART

MATHEMATICS  
SCIENCE  
MUSIC

LANGUAGE ARTS  
SOCIAL STUDIES  
PHYSICAL EDUCATION

**Special Education Services (Bd. Policies 2260 and 2460)** for Cognitively Delayed, Multi-Handicapped, Specific Learning Disabled, Emotionally Disturbed, and Speech and Language are offered for students who qualify, based upon State and Board of Education guidelines. Children who have been diagnosed as having a disability and who, through a multi-factored evaluation, qualify for categorical services under IDEA will be served under the existing State Special Education regulations. Parents with questions about these programs can contact the building principal.

**Title I**, a federally funded program, is available in each building. For further information, contact the building principal.

**504 Plan (Bd. Policy 2260.01, Admin. Guidelines 2260 A)** - The Executive Director of Student Services is designated annually by the Board of Education as the 504 Coordinator. Section 504 protects and safeguards all students with a mental or physical impairment which is defined as substantially limiting one (1) or more major life activities. The district will identify, evaluate, and provide an appropriate education for students who are disabled under Section 504. That person's name can be found on the school district website at [www.mthcs.org](http://www.mthcs.org). You can reach both the Executive Director of Student Services and the 504 Coordinator at 513-729-0077; the address is 7615 Harrison Avenue, Cincinnati, Ohio 45231.

### **ASSESSMENT: ACHIEVEMENT/DIAGNOSTIC TESTING**

Students in grades K-6 will be administered Diagnostic and Achievement Tests in accordance with Ohio Law.

*Achievement Tests* are tests aligned to academic content standards, designed to measure the skill in a specific content that is expected at the end of the designated grade.

*Diagnostic Assessments* are “tests designed to measure student comprehension of academic content standards and mastery of related skills for the relevant subject area at each grade, kindergarten through 8<sup>th</sup>.”

All Ohio Achievement Tests are considered secure materials. Students who are found to have disrupted the testing process, cheated or otherwise violated the security of the testing process will be subject to disciplinary action. Disciplinary action may include invalidation of the test scores, suspension, recommendation for expulsion or other disciplinary action as deemed by the principal. A report of each student's scores will be provided to the student's parent. For those students who do not attain a proficient level in one or more area(s), intervention services will be provided.

### **ASSESSMENT OF STUDENTS**

The Board of Education shall assess student achievement and needs in all program areas in compliance with the law and rules of the State Board of Education. The purpose will be to determine the progress of students and to assist them in attaining student performance objectives and the educational outcome goals of this District.

District teaching staff will periodically assess the proficiencies and needs of each student, based on Ohio Content Standards. Procedures for such assessments may include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, and physical examinations.

The Superintendent shall develop and present to the Board annually a program of testing that includes:

- A. Ohio State Tests in grades 3-6
- B. Performance-based tests at appropriate grade levels to measure achievement of performance objectives in reading, mathematics, science, and social studies.
- C. District or teacher-made achievement or performance tests.
- D. Vocational Inventories
- E. Tests of mental ability

The Board shall also require that:

- A. Parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;

- B. Data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;
- C. The results of each school-wide, program-wide, and District-wide test, as well as any information provided to the State Board of Education regarding the State-mandated testing program, be made part of the public record;
- D. Intervention services be provided to any student who fails to demonstrate basic competency on any state-mandated achievement test;
- E. There will be an annual assessment of all K-6 students on their reading proficiency that identifies those students who are reading below grade level.

All identified disabled students in the School District shall participate in the State-mandated diagnostic and achievement testing program (reference Admin. Guidelines 2623C). The IEP Team shall make the decision regarding achievement testing or alternative assessment and any accommodations necessary for each individual student, which shall be delineated on the student's IEP.

### ***COUNSELING***

At this time, for financial reasons, elementary counselor positions have been eliminated. If the student requires services, contact the principal.

### ***FIELD TRIPS***

Field trips are often taken throughout our school year. These trips must be in accordance with Board Policy. No student can leave the building unless an Emergency Medical Authorization form is on file and a permission form is completed by the parent/guardian and given to the teacher. In addition, any fee needed to cover cost must be paid before departure.

### ***HOMEWORK***

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

Teachers will assign homework according to these guidelines:

- A. Homework is an extension of the academic day, reinforcing the learning experiences of the classroom.
- B. Homework should help students learn by providing practice, researching topics independently, and providing opportunities to work with family members.
- C. The amount of homework will depend upon the grade level of the student and his/her instructional needs.
- D. Parents can assist by checking with their children daily regarding homework assignments.
- E. Parents should monitor the progress and completion of homework.
- F. Parents are requested to sign home-school communication books, homework papers, or tests as required by the teachers.

### ***STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY (REF. ADMIN. GUIDELINES 7540.03, 7540.04)***

Students under the age of 18 must have parental permission acknowledging the Student Education Technology Acceptable Use and Safety Policy 7540.03 before a computer can be accessed. Network/Internet Agreement form is signed by parents at initial enrollment. Use of the Student Education Technology to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. If a student inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the teacher or building principal. This will protect the user against an allegation that s/he intentionally violated this provision.



Downloading of information onto the Board's hard drives is prohibited. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

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

The District's Student Education Technology system is to be used for educational and professional purposes. Users are reminded that all Student Education Technology use, including Internet use, is monitored by the District. Monitoring may include but is not limited to visual observation, review of browser history, and network server and computer logs.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information and,
- C. the consequences of unauthorized access (e.g., "hacking," "harvesting," "digital piracy," etc.) cyber bullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

### ***MAKE-UP WORK***

Students who have excused absences or have missed days due to suspension must make up work. It is the parent's/student's responsibility to request make-up work and return it to the teacher within a reasonable time.

Students will be given the opportunity for making up work missed due to approved absences or suspension. An absence of one (1) to five (5) days must be made up within five (5) days after returning to school. An absence of six (6) to ten (10) days must be made up within (10) days of returning to school. When absence is of a longer duration, special arrangements should be made with the principal.

Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.

### ***PHYSICAL EDUCATION***

Physical education is a required part of the curriculum. Students may be excused only with a doctor's note stating the reason and dates to be excused. The physical education teacher will explain required clothing for physical education on the first day of school.

### ***TEXTBOOKS***

Students are issued textbooks by their teacher(s). Each student is responsible for the good care of his books during the course of the school year. Normal wear is expected; however, excessive damage or loss of a book will result in a fine or replacement cost.

## **SECTION II: GIFTED EDUCATION (POLICY NO. 2464)**

### ***Definition: ORC3324.01***

The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the Operating Standards for Identifying and Serving Gifted Students as specified in the District Plan.

“Gifted” students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures. The Board encourages efforts to provide services for the children who are gifted as an integral part of the total kindergarten through grade 12 program.

The Superintendent shall identify children in grades kindergarten through twelve, who may be gifted in one or more of the following areas:

- Superior Cognitive Ability
- Specific academic ability in math, reading, writing, social studies, and science
- Creative Thinking Ability
- Visual or Performing Arts Ability such as drawing, painting, sculpting, music, dance, drama

Only those instruments approved by the Ohio Department of Education shall be used for screening, assessment, and identification of children who are gifted as provided in the Chart of Approved Assessment Instruments for Gifted Screening and Identification. The District shall select instruments from the approved list that will allow for appropriate screening and identification of minority and disadvantaged students, students with disabilities, and students for who English is a second language.

Students participating in gifted services provided outside the general education classroom will generally be exempted from routine class work (worksheets, homework, etc.) assigned during absences from the regular classroom due to participation in the gifted services. Students are to turn in work due the day of absence and make arrangements to make up missed tests. Special class work (projects, book reports, etc.) assigned during the student’s absence are to be completed. Exceptions to this policy will be detailed in the student’s Written Education Plan (WEP).

### ***Appeals***

An appeals process is in place in the district. If you disagree with the results of the Screening and Assessment Process, you may contact your building principal or your district administrator for gifted education in order to initiate the appeals procedure.

## **SECTION III: ATTENDANCE**

### ***POLICY (Ref. Section 5200)***

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District’s educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

The State of Ohio adopted new legislation effective for the 2017-2018 school year regarding school attendance and habitual truancy. Therefore, attendance policies and practices continue to be revised and developed. This handbook reflects many of the changes. Students and parents will be advised of any

additional changes as they develop. Should you have any questions which are not addressed in this handbook, please contact your Building Principal. Current Board Policies and Administrative Guidelines can be found at [www.mthcs.org](http://www.mthcs.org).

The District will accept verbal/written excused absences provided by the parent/guardian. Parents need to call the school's attendance hotline to report a student absent on or before the day of the absence, and send a note explaining the absence to school with the student on the day the student returns. Parents are encouraged to provide documentation from a healthcare provider in order to excuse absences if available. The District may accept the following ways to excuse an absence from school:

- phone call or email from parent/guardian
- written note with explanation, signed by parent/guardian
- or note from a medical provider

The excuse shall be submitted to the office and filed as part of the student's school record.

### ***EXCUSABLE REASONS FOR ABSENCE***

**The District accepts only the following as an excusable reason for absence from school:**

- Personal illness/Recovery from Accident (The principal may require a doctor's confirmation if s/he deems it advisable.)
- Illness in the Family Necessitating the Presence of the Child (The principal may require a doctor's confirmation and an explanation as to why the child's absence was necessary.)
- Quarantine of the Home (This is limited to the length of the quarantine as fixed by the proper health officials)
- Death of a Relative
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s). Any absence arising because of this condition shall only apply to a child over fourteen (14) years of age.
- Observance of bona fide Religious Holiday. Any student shall be excused for the purpose of observing or celebrating a religious holiday consistent with his/her creed or belief.
- Out-of-state travel to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.
- Emergency or Other Set of Circumstances (The superintendent shall determine whether the reason for the absence constitutes good and sufficient cause.)
- Service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725.
- Absence during the School Day for Professional Appointments. Parent/Guardians are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:
  1. The student shall have a statement to that effect from his/her parent/guardian;
  2. The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment;
  3. The student shall report back to school immediately after his/her appointment if school is still in session.

### ***HABITUAL TRUANCY– Section 5200 of Bylaws & Policies***

In January, 2017, Ohio's truancy law set new requirements for school attendance and interventions for absent students. A student will be considered "**habitually truant**" if the student is absent "**without a legitimate excuse**" for 30 or more consecutive hours, for 42 or more hours in one school month, or 72 or more hours in one school year. For this purpose, a school day is considered six (6) hours.

Students who are “**habitually truant**” will be assigned to an Absence Intervention Team, and an Absence Intervention Plan will be developed with the student and parent/guardian to increase the student’s attendance. If the student refuses to or fails to make satisfactory progress on the plan after 60 days, a complaint will be filed in juvenile court.

Students who are **absent (excused or unexcused) 38 or more hours in one school month or 65 hours in one school year** will receive notification of excessive absences.

### ***GUIDELINES FOR DETERMINING ABSENCES AND TARDINESS***

South students should not arrive at school before 8:35 a.m. North students should not arrive at school before 9:05 a.m. Parents bringing students to school or picking students up after school should drop off and pick up children at the area designated by the School. Students should walk to class independently. This will encourage students to be more self-reliant, assist in classroom management, reduce traffic congestion, and assist us with building security.

Students who arrive at South at 8:50 a.m. are considered tardy. Students who arrive at North at 9:20 a.m. are considered tardy. Students who are tardy need to check in at the office and receive a note to be admitted to class. Students arriving one hour (or more) late to school will be counted absent for that hour or hours of school. Hours of absence (excused or unexcused) accumulate toward student truancy.

Students begin dismissal procedures at 3:10 at South. Students begin dismissal procedures at 3:40 at North. Students who leave less than one hour before dismissal begins from school are considered “P.M. tardy.” Students who leave one hour (or more) early from school will be counted absent for that hour or hours of school. Hours of absence (excused or unexcused) accumulate toward student truancy. Students leaving school must be signed out in the office by the parent/guardian or other adult designated by the parent.

#### **Mt. Healthy South Elementary**

8:35-8:50 Student Arrival procedures

**8:50-9:49 Students arriving during this time are marked “A.M. tardy.”**

9:50 and after: Student is marked “absent” for the number of hours student is absent from school.

3:10-3:35 Student Dismissal procedures

**2:11-3:10 Students leaving during this time are marked “P.M. tardy”**

2:10 and before: Student is marked “absent” for the number of hours the student is absent from school.

#### **Mt. Healthy North Elementary**

9:05-9:20 Student Arrival procedures

**9:20-10:19 Students arriving during this time are marked “A.M. tardy.”**

10:20 and after: Student is marked “absent” for the number of hours student is absent from school.

3:40-4:05 Student Dismissal procedures

**2:41-3:40 Students leaving during this time are marked “P.M. tardy”**

2:40 and before: Student is marked “absent” for the number of hours the student is absent from school.

The Building Principal may adjust these times due to specific traffic or weather conditions around the school building on a particular day.

### ***ABSENCES AND ATTENDANCE PROCEDURES***

In accordance with Ohio Revised Code 3313.205 and Mt. Healthy School District Policy, a parent/guardian must notify the school on the day the student is absent, unless previous notification has been given. We ask

that you call the school as soon as possible to report your child's absence. We do not accept calls from students or unauthorized adults.

As per district policy, each teacher shall check the attendance of each student and report absentees and reasons for such absences. **Students shall provide a written excuse from a parent or guardian to file with the student's attendance record.**

**When a student's unexcused hours of absence reach 30 or more consecutive hours, or 42 or more hours in one school month, or 72 or more hours in one school year, the student will be identified as "Habitually Truant." An Attendance Intervention Plan will be written. If habitual truancy has been established and satisfactory progress on the Attendance Intervention Plan has not occurred, a complaint will be filed in Juvenile Court.**

The policy shall prohibit the promotion of a student to the next grade level if the student has been absent for more than ten percent of the required attendance hours of the current school year and has failed two or more of the required curriculum subject areas and/or the Math and Reading Achievement tests. The student's principal and the teachers of any failed area may agree to place the student in the next grade level if the student is deemed academically prepared.

### **TARDINESS**

1. South students not in class when the late bell rings (8:50 a.m.) and North students not in homeroom or in class when the late bell rings (9:20 a.m.) are considered tardy.
2. All students who are tardy to school must report to the school office to sign in.
3. When a teacher detains a student after class, s/he shall issue a late pass for the next class.
4. Teachers are to refer cases of chronic tardiness to the principal.

### **EARLY DISMISSAL (STUDENT EXCUSED DURING SCHOOL DAY)**

If possible, please try to schedule appointments outside the school day. Principals may release students before the end of a school day upon presentation of a written request from the child's parent or for emergency reasons. **Requests for early dismissal should be submitted to the principal as early in the school day as possible. Requests after 3:00 p.m. (South) or 3:30 p.m. (North) are strongly discouraged for safety reasons.**

Students may be released only to a parent whose signature is on file in the school office or to a properly identified person authorized in writing by the parent to act on their behalf. A student may be released "on his/her own" only with verified parental and administrative permission.

When a parent telephones a request that a child be released early from school, the identity of the caller and any custodial arrangements should be confirmed before the child is permitted to leave. If the parent is calling from home, the school can verify the request by a return telephone call. In the event the telephone call is not being made from the child's residence, the caller should be asked detailed questions about the child.

Whenever a student travels from his/her school to another school for lessons or to clinics, etc., during school hours, signed permission must be obtained from the parent before the principal approves such trips.

### **VACATIONS**

If you plan to take your child out of school for a family vacation or other special circumstances, you must obtain permission in advance from the Superintendent in order to have the days excused. Please send a letter to the Principal detailing the dates and reason for the absence. The Principal will forward your letter to the Superintendent for approval. The student's teachers/counselor/principal should have an opportunity to express their views on the potential effects of the absence. The student is responsible for obtaining any assignments from the teacher before leaving and is to turn in the work when returning to school.

## SECTION IV: GRADES

### **GRADING SYSTEM**

The Board believes that it is in the best interest of students to balance developmentally appropriate assessment with a high level of expectation in the grading system that is used for evaluating students. Accordingly, the system to be used in Mount Healthy is as follows:

Kindergarten and 1<sup>st</sup> Grade: a developmentally appropriate grading system that assesses skill development related to course of study objectives in each subject area.

2<sup>nd</sup> through 6<sup>th</sup> Grade:

#### ACADEMIC GRADES

A	90-100 = 4.0	EXCELLENT ACHIEVEMENT AND EFFORT
B	80- 89 = 3.0	ABOVE AVERAGE ACHIEVEMENT AND EFFORT
C	70- 79 = 2.0	AVERAGE ACHIEVEMENT AND EFFORT
D	60- 69 = 1.0	BELOW AVERAGE ACHIEVEMENT AND EFFORT
F	0- 59 = 00	FAILURE
O / S / NI / U		OUTSTANDING / SATISFACTORY / NEEDS IMPROVEMENT / UNSATISFACTORY used for Handwriting in grades 2 and 3.

Note: In considering the specific learning needs of a student, a teacher may significantly modify the level or amount of work expected of a student. When significant modifications have been made, a code of “M” will be entered by the grade on the report card. Parents should also be aware of comments that relate to student responsibility, respect, self-discipline, and study habits.

### **PROGRESS REPORTS**

At the mid-point of each quarter, your child will receive a progress report. Please take time to review the progress report, sign and return as instructions indicate.

### **REPORT CARDS – Refer to the School Year Calendar for Report Card Distribution**

Student Report Cards are sent home at the end of each quarter. Report cards may be withheld if school fees/fines have not been paid.

### **PROMOTION, PLACEMENT, AND RETENTION OF STUDENTS**

The Board of Education recognized that the personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has completed the course and state mandated requirements at the presently assigned grade or in the opinion of the professional staff, achieved the instructional objectives set for the present grade.

A student may be placed at the next grade level when retention would no longer serve any good purpose.

A student may be retained if he/she is truant for 10% or more of the required school days or has failed two (2) or more courses of study, unless the principal or teachers of the failed subjects determine that the student is academically prepared to be promoted.

Except for those with special circumstances, third grade students in Ohio must meet a minimum score on the Ohio State Tests or alternative test designated by the Ohio Department of Education (ODE) to move on to

fourth grade. More information on the requirements of the Third Grade Reading Guarantee law can be found on the ODE website <http://education.ohio.gov> or by contacting the school principal.

A student retained under the provisions of the Third Grade Guarantee shall be considered for mid-year promotion if that student demonstrates that s/he is reading at or above grade level. Such action shall be considered in consultation with the parent/guardian and the Student Intervention Team and with the concurrence of the building administrator. All mid-year promotions shall be made on or before January 1<sup>st</sup> of the current school year.

Following sound principles of child development, the Board discourages the skipping of grades.

The principal shall have the final responsibility for determining the promotion, placement, or retention of each student.

The following criteria will be considered in implementing this policy:

1. Current level of achievement, as determined by Ohio State Tests and academic class work
2. Potential for success at the next level
3. Emotional, physical, social maturity
4. Attendance at summer school, if required

## **SECTION V: PARENT CONFERENCES**

### ***CONFERENCES – Refer to School Year Calendar for Parent Conference Dates***

Two parent-teacher conference opportunities are scheduled during the year. We encourage you to take advantage of this opportunity to meet individually with your child's teacher. If you would like to have a conference with the teacher or principal at any time during the school year, please call the school office.

## **SECTION VI: STUDENT DISCIPLINE**

### ***MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS***

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### ***WEAPONS***

The Board of Education will not tolerate the possession of weapons or any other device designed to inflict serious bodily harm by anyone while on District property, at a school-related event, or while enroute to or from school, whether on a school bus, walking, or in a private vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, fire arms, guns of any type whatsoever, including air and gas powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. **Weapons also include look-alike guns, knives, etc.**

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the building principal. Failure to report such information may subject the student to disciplinary action.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

### **WIRELESS COMMUNICATION DEVICES (REF. ADMIN. POLICY 5136)**

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school related functions, provided that during school hours the WCDs are **powered completely off** and **stored out of sight**.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, MP3s, i-pods, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, WiFi enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still I images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or vie Internet web sites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be **powered completely off** (not just placed into vibrate or silent mode) and **stored out of sight**.

The requirement that WCDs must be powered completely off will not apply when the student obtains prior approval from the building principal.

Students are prohibited from using WCDs to capture, record or transmit the word (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

WCDs, including but not limited to those with cameras, may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of privacy will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harasses, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Violations of this policy may result in **disciplinary action and/or confiscation of the WCD**. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography, sexting). Discipline may be imposed ranging from a warning to an expulsion based on the



number or previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCD's in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5571 – Search and Seizure. If multiple offences occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day with express permission of school personnel.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

## ***ADOPTED CODE OF STUDENT CONDUCT***

Students attend Mt. Healthy City 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 conformity 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.

The District has Zero Tolerance regarding violent, disruptive, or inappropriate behaviors by its students. Violators will be subject to disciplinary action in accordance with the Code of Student Conduct.

Any student engaging in the following types of conduct, either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, 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 activities at all times, on or off school property, when such student conduct is reasonably related to the health, safety and welfare of students, or such conduct would unreasonably interrupt the educational processes of the Mt. Healthy City School District.

### ***1. Disruption to School:***

A student shall not, by use of violence, force, coercion, threat, harassment, insubordination or repeated acts of misbehavior, cause disruption or obstruction to the educational process, including all curricular and extra-curricular activities.

### ***2. Destruction or Unauthorized Use of Property (School or Private):***

A student shall not use in an unauthorized manner, or cause or attempt to cause willful destruction or defacement of school or private property, either on school grounds or at any school activity, function, or event off school grounds.

### ***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. **A student shall also not incite or encourage others to fight by word or action.**

**4. *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, **or look-alike weapon (i.e., plastic gun, knife), particularly if used to harass or incite panic.** Students are required to report knowledge of dangerous weapons or threats of violence. Federal law requires a one-year (365 calendar days) expulsion for bringing a firearm to school.

**5. *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, or any substance that causes physical or mental change.

**6. *Smoking:***

No student shall be permitted to smoke in school buildings or on school grounds.

**7. *Profanity and/or Obscenity:***

A student shall not, by written, verbal, gestural or other means, annoy or humiliate others or disrupt the educational process.

**8. *Truancy and Tardiness:***

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 or tardiness. This includes unexcused absences from class or any other properly assigned activity. Repeated tardiness is also considered a serious offense.

**9. *Insubordination:***

A student shall comply with directions of authorized school personnel during any period of time when the student is properly under the authority of the school.

**10. *Inappropriate Dress:***

A student shall not dress or appear in a fashion deemed inappropriate because it: (1) interferes with the student's health or welfare or that of others, (2) causes disruption or directly interferes with the educational process.

**11. *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.

**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, or times, dates, grades, addresses or other data on school forms, or correspondence directed to (or from) the school.

**14. *Trespassing and/or Loitering:***

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.

**15. False ID:**

A student shall not use or attempt to use false identification to mislead school personnel.

**16. 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.

**17. Counterfeit Controlled Substances:**

A student shall not make, possess, use, transmit, sell or offer to sell counterfeit controlled substances. Violators are not only liable for suspension or expulsion; they are also guilty of violating the law and shall be reported to the proper law enforcement agency.

**18. Aggressive Behavior Toward Students**

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of 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, cyber bullying, intimidating, menacing, coercion, name-calling, taunting, threats, and hazing. (Refer to Policy 5517.01)

**19. Harassment**

The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

**20. Possession of Electronic Equipment**

The school supplies most electronic equipment necessary in school. Students are not allowed to use or possess any electronic equipment or devices on school property or at any school sponsored activity without the permission of the classroom teacher or principal. The property may be confiscated and disciplinary action may be taken. School personnel are not responsible for lost, damaged or stolen electronic devices. (Refer to Policy 5136.01)

**21. Prohibited Use of Wireless Communication Devices (WCDs)**

Students are not allowed to power-on or use WCDs on school property without prior approval from the building principal. Use of a WCD or other electronic device to capture, record, or transmit the words or images of any other person is an invasion of privacy and therefore prohibited. The principal may also refer the matter to law enforcement if the violation involved an illegal activity. (Refer to Policy 5136)

**21. Violation of Bus Rules**

Please refer to the Bus Transportation Section

**BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (Policy and Guidelines 5517.0; ORC 3313.666)**

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 behavior by any student/school personnel in the Mt. Healthy City 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 House Bill 276, means any intentional written, verbal,**

electronic, or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel 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:

Causing mental or physical harm to the other student/school personnel 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 student/school personnel.

A. Cyber bullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing *and/or sexually explicit* photographs/recordings of students;
4. posting misleading or fake photographs or students on websites.

### **Types of Conduct**

Harassment, intimidation, or bullying can include many different behaviors including over intent to ridicule, humiliate, or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include:

- A. physical violence and/or attacks;
- B. threats, taunts, and intimidation through words and/or gestures;

- C. extortion, damage, or stealing of money and/or possessions;
- D. exclusion from the peer group or spreading rumors; and,
- E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as "cyber-bullying"), such as the following:
  - 1. posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries);
  - 2. sending abusive or threatening instant messages;
  - 3. using camera phones to take embarrassing photographs of students and posting them on-line;
  - 4. using web sites to circulate gossip and rumors to other students; and,
  - 5. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.

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 has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include 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.

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. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the 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, act of harassment, intimidate, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

**Refer to Board Policy and Guidelines 5517.01 on the [mthcs.org](http://mthcs.org) website for additional information. Policy Revised 1/14/08**

### ***ANTI-HARASSMENT (ref. Policy and Administrative Guidelines 5517)***

It is the policy of the Board of Education to maintain an education and work environment which 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 School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

#### ***Sexual Harassment***

##### **A. Verbal:**

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District, or third parties.

##### **B. Nonverbal:**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District, or third parties.

##### **C. Physical Contact:**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body or coerced sexual intimacy, with a fellow student, staff member, or other person associated with the District, or third parties.

#### ***Gender/Race/Color/Ethnic/Religious/Disability/Height/Weight Harassment***

##### **A. Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District, or third parties.

2. Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. Nonverbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person’s race, color, national origin, religious beliefs, or disability.

C. Physical:

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on a fellow student, staff member, or other person associated with the District, or third parties, based upon the person’s race, color, national origin, religious beliefs, or disability.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities in compliance with state law.

**Hazing** by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. **(Ref. Policy 5516, rev. 3/20/06)**

***Criminal acts***

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

The “Anti-Harassment Complaint Coordinator” for the District is the Assistant Superintendent, 513-729-0077, 7615 Harrison Avenue, Cincinnati, Ohio 45231.

**REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF NONDISABLED STUDENTS (Policy 5610)**

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process.

No student is to be removed, suspended, expelled, or excluded from an activity, program, or a school unless his/her behavior represents misconduct as specified in the Student Code of Conduct. ***In addition to following the requirements and procedures set forth for all students in Policy 5610, the Board of Education shall also abide by State and Federal laws and regulations when disciplining students with disabilities through removal by suspension and/or expulsion (see Bylaws and Policies and Administrative Guidelines 5605, SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES, Adopted 8/20/07; reference: www.mthcs.org website-click on Policies and Guidelines).*** For purposes of this policy and the Superintendent’s administrative guidelines, the following shall apply:

- A. ***“Emergency removal”*** shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District.
- B. ***“Suspension”*** shall be the temporary exclusion of a student by the school principal or other authorized administrator from the District’s program for a period not to exceed ten (10) school days. If, at the time of a suspension, there are fewer than ten (10) days remaining in the school year, the Superintendent may apply any or all of the remaining period of the suspension to the following year.
- C. ***“Expulsion”*** shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place, unless the incident involves a firearm. If a student brings a firearm on school property, in a school vehicle, or to any school-sponsored activity, s/he shall be expelled for one (1) year unless the Superintendent reduces the punishment for reasons related to the specific circumstances. The Superintendent may expel a student for up to one (1) year if the student brings a knife onto school property in a school vehicle, or to any school-sponsored

activity. A student may also be expelled for a year if s/he possesses a firearm or knife at school or any other property owned or controlled by the Board which firearm or knife was initially brought onto District property by another person.

In compliance with Federal law, the Superintendent shall also refer any student expelled for possession of a firearm to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any cutting instrument consisting of a least one sharp blade, which is capable of causing serious bodily injury or death.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- For students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973, a recommendation from the group of persons knowledgeable of the student's educational needs;
- The student was unaware that s/he was possessing a firearm or knife;
- The student did not understand that the item s/he possessed was considered a firearm or knife;
- The student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife

If at the time of a suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

The Superintendent may expel a student for up to one (1) year if the student commits an act at school or on other school property that is a criminal offense if committed by an adult and that results in serious physical harm to either persons or property while the student is at school, on any property owned or controlled by the Board, or at any other school program or activity.

The Superintendent may require a student to perform community service in conjunction with or in place of suspension or expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year.

Students who are expelled and not receiving instructional services shall be withdrawn from the district during the term of the expulsion. Credit will be given for work missed due to out-of-school suspension provided the student completes and submits all required assignments upon return to school. Failures may be given for any classroom work that cannot be attended such as laboratories or skill sessions.

D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio.

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.



A student may be suspended from any or all co-curricular or extra-curricular activities for violations of the Code of Conduct. The length of suspension shall be in accordance with the Discipline Code.

**NOTE:** Mt. Healthy and Springfield and Colerain Townships have a daytime curfew during school hours, Monday through Friday, for students who are suspended or expelled from school. Students may not be in a public place during school hours, unless accompanied by a parent. It is also a legal offense if a parent knowingly permits a minor to remain in any public place or the premises of any establishment during daytime curfew hours.

### ***DUE PROCESS RIGHTS (Policy 5611 )***

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. These procedures shall not apply to in-school disciplinary alternatives, including in-school suspensions.

In matters relating to the disciplining of students with disabilities, the Board of Education shall abide by Federal and State laws regarding suspension and expulsion, including the *Individuals with Disabilities Education Act (IDEA)*.

To better ensure that appropriate due process is provided a student, the Board establishes the following guidelines:

#### Students subject to emergency removal

If an emergency removal exceeds one (1) school day, then a due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reason for the removal and intended disciplinary action will be given to the student as soon as practical prior to the hearing. In an emergency removal, a student can be kept from class until the matter of the misconduct is disposed of either by reinstatement, suspension or expulsion.

#### Students subject to suspension:

A student must be given both written notice of his/her suspension and the reasons therefore, and the opportunity to appear and respond to the charges against him/her prior to the suspension. Within one (1) school day of the suspension, the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student, the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The decision may be appealed to the Superintendent or his/her designee, whose decision is final.

#### Students subject to expulsion:

The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.

The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three school days or later than five school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

Within one school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student regarding the reasons for the expulsion and the right of the student, parent, guardian or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

## ***DISCIPLINE***

School discipline is the level of order and control necessary for a school to achieve an effective climate for learning. The most desirable type of discipline is self-discipline. School staff must foster in students growth toward full self-control and self-discipline by striking a proper balance between internal controls (student self-direction) and external controls (rules, limits, boundaries set and enforced by school officials.)

We believe that interest, involvement, and assistance in a supportive role with their own children is an obligation of parents/guardians/custodians, and a necessary condition to the success of teacher and administrators in bringing about good conduct and good school citizenship on the part of students. To this end we will expect parents to play their full, responsible role in guiding their children and cooperating with school staff members.

We believe that discipline or good citizenship is a primary teaching function and is a shared responsibility of parents, teachers and administrators. Discipline must be taught, and it can and must be learned by students. Thus, the roots of a well-disciplined school lie in what is learned by students in the total school environment, including curriculum, classroom instruction, and the behavior of other students in both classroom and non-classroom areas. The examples and attitudes of the adults in the building influence significantly the behavior and citizenship of students. When good citizenship instruction provided in graduated fashion at each grade level and in every course does not produce good conduct on the part of some students, administrators should provide reinforcement and support to teachers by utilizing other positive and corrective disciplinary measures with referred students. Quality teaching consistently experienced by students in all their classes and courses, as well as a positive climate in the school as a whole, will produce interested, motivated, involved, successful learners, and will, as a result, reduce the incidence of student misconduct.

Minor classroom disruptions are the responsibility of the classroom teacher. The classroom teacher should make every effort to change the unacceptable behavior through conferencing with the child, parental contact, and if needed, an action plan that might incorporate such measures as loss of lunch recess, detention, behavior action plan, and finally, referral to an administrator. The classroom teacher should establish a procedure for documentation as soon as he/she feels that changes are not occurring. Documentation should include any parent contacts and actions taken by the teacher.

Serious discipline problems should involve the building level administrator. These problems may include fighting, open disrespect and/or insubordination, stealing, profanity, racial slurs, derogatory gestures, forging signatures, or repeated minor misbehaviors. Once the case is referred to the administrator, the administrator will become the case manager and will document parent contacts and action taken. Depending on the severity and maturity of the student, an action plan will be established. Steps in this plan may include loss of recess, detention, in-school reassignment, suspension, expulsion, parent conference, or a contract with the student.

## ***SEARCH AND SEIZURE (Policy/Guidelines 5771)***

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board Of Education, if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's permission.

Students are provided desks and other equipment (includes lockers) in which to store materials. It should be clearly understood that this equipment is the property of the school and students have no reasonable expectation of privacy in their contents. School property may be searched at any time if there is reasonable suspicion that student has violated the law or school rules.

Anything found in the course of a search that may be evidence of a violation of school rules or the law, may be taken and held, or, turned over to the police. The School reserves the right not to return items that have been confiscated.

## **INTERVIEWS AND INTERROGATIONS BY COMMUNITY AGENCIES (reference Policy 5540)**

The Board of Education is committed to protect students from individuals not associated with the school system but also recognizes its responsibility to cooperate with law enforcement agencies and the Department of Social Services.

When such agencies request permission to interrogate a student at school, the principal shall attempt to notify the student's parents, when appropriate (except if the parent is believed to be the perpetrator in a child abuse/neglect investigation). Whenever it has been determined that an agency has a legitimate purpose in interrogating a student within the confines of the District, the principal, his/her designee, or guidance counselor shall be present throughout the proceedings.

In those circumstances when an interrogation may expose a student to criminal charges, the principal should also verify that the student(s) has been informed of his/her rights to refuse to answer questions, to be informed that anything s/he says may be used against him/her in court, and to consult with and be advised by legal counsel.

When an authorized law enforcement officer or children's services agency removes a student, the building administrator shall notify the parent and the superintendent.

## **USE OF PHYSICAL FORCE Ref. Policy 5630**

Professional staff as well as classified staff *may*, within the scope of their employment, use and apply reasonable *and necessary* force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or the protection of persons or property. Corporal punishment *is not* permitted. They may also use reasonable physical force upon a student necessary to protect:

- A staff member's personal safety
- The safety of another staff member or visitor
- The safety of the student or other students
- School property from damage or destruction
- Themselves and others from danger arising from a dangerous weapon or object which is in the possession of or control of a student

## **DISCIPLINE - OFFICE REFERRAL GUIDELINES**

Once a student has been referred to the office and the principal determines that disciplinary action needs to be taken, the following guidelines will be used.

<u>Offense</u>	<u>Minimum Consequences</u>	<u>Maximum Consequences</u>
1. Profanity, Obscenity	Verbal Reprimand	OSS*
2. Verbal Abuse/Harassment	Verbal Reprimand	OSS*
3. Disruption to School	Verbal Reprimand	OSS*
4. Verbal Abuse of a Staff Member	Detention	OSS*
5. Destruction of Property	Restitution	OSS*
6. Fighting or Inciting a Fight	Detention	OSS*
7. Assault on Another Student	Detention	OSS*/Police Involve.
8. Assault on a Staff Member	OSS*	Expulsion/Police Involve.
9. Possession of Dangerous Weapons, Instruments, or Objects, or Look-a-Like Weapons	OSS*/Rec. to Expel	Expulsion/Police Involve.

10. Possession of Narcotics, Alcoholic Beverages, Drugs, Look-a-Like Drugs, Smoking	OSS*	Expulsion/Police Involve.
11. Insubordination (Flagrant Disrespect, Failure to Comply with a Reasonable Request)	Verbal Reprimand	OSS*
12. Theft	Restitution/Verbal Reprimand	OSS*/Police Involve.
13. Forgery	Verbal Reprimand	OSS*

The behaviors addressed above are not all inclusive. Other acts of misbehavior or violation of the Mt. Healthy City Schools' Code of Student Conduct will be dealt with in accordance with School Board Policy. In extreme cases of misbehavior where OSS\* does not result in a positive change, expulsion from school may be considered.

OSS\* - Out Of School Suspension / may be the minimum consequence where expulsion is the maximum consequence

Following are disciplinary actions that could be administered between the minimum and maximum consequences:

- Loss of Recess
- Detention: before school, lunch/recess, after-school
- In-School Re-assignment
- Work Assignment
- Development of a Behavior Assistance Plan / Contract

NOTE:

- Chronic behavior problems will be tracked by the building level administrator, indicating the nature of the behaviors, consequences, and parental contact.
- Truancy and Tardiness problems will be dealt with according to School Board policy.
- Federal law requires a one year expulsion (365 calendar days) for bringing a firearm to school
- Dress code violations will be dealt with as per School Board policy.

### **STUDENT RULES AND REGULATIONS**

Rules and regulations are necessary for protecting the welfare and safety of the individual student in our building. For this reason, the following list will be used in addition to the Adopted Code of Student Conduct:

1. **Students are not to arrive at school earlier than 8:35 a.m. (South) or 9:05 a.m. (North), unless directed by a teacher or the principal.**
2. All students leaving school early must be signed out in the office by a parent, or have a note on file.
3. All food must be eaten in the lunchroom.
4. No chewing gum at school.
5. Students must play in their assigned areas.
6. All students must be outside, or in their assigned room during recess periods. No student may stay indoors during recess unless a doctor's note is on file.
7. Roaming in the halls and building is not permitted.
8. Snow ball throwing is prohibited.
9. Water guns, paper wads, etc., do not belong in school.
10. Students must have teacher and office permission to use the phones. Only emergency calls will be forwarded to a student.

11. Students may bring visitors to school only with the prior permission of the principal, and, if the visitor is a minor, written permission of the visitor's parents and the principal of the school where the visitor attends.
12. Unless prior permission of the principal and teacher is given, radios, cassettes, electronic games, etc., are not permitted in school. We also discourage students from bringing any valuable property or extra money to school.
13. Specific playground rules are:
  - a. Equipment will be used properly and carefully. Horseplay is not permitted.
  - b. Playing with sticks, rocks, or mulch is prohibited.
  - c. Ball playing must be in assigned areas only.
  - d. Hard balls are not permitted.
  - e. The front sidewalk and all parking areas are off limits.
  - f. During wet conditions, all field areas will be off limits to students.

Students need to be reminded that our building and grounds need their efforts to remain neat and clean. Any student violating school rules or procedures will be disciplined up to and including suspension. Student cooperation and parental support is needed if we are to guide our students toward proper respect for rules, property and authority.

## **SECTION VII: DRESS CODE**

### ***PHILOSOPHY***

The Mt. Healthy City Schools Board of Education believes that a neat and orderly appearance is a positive factor for school safety and success. In keeping with that belief, all students enrolled in Mt. Healthy City Schools shall adhere to the following approved dress code.

### ***PERMITTED ATTIRE:***

**Shirts** Solid white, black or "Mt. Healthy" red shirts. Shirts are to be 2 or 3-button polo style or turtlenecks. Shirts can be long or short sleeved. Shirts must be able to be tucked into bottoms – no exposed midriffs. Logos (or emblems) are permitted on shirts. Logos can be no bigger than the size of one's fist.

**Pants** Black, navy or khaki traditional or classic fit pants (flat or pleated front). All bottoms must be secured at the natural waist. Oversized pants are not permitted. No cargo pants or shorts with multiple pockets. No blue jeans or denim pants. Students may choose to wear shorts, skirts, capri, skorts or jumpers. Length of skirts are 3" from knee, length of shorts and skorts 6" from knee. **Pants must be worn at the waist. Belts are optional, though highly recommended.**

**Sweaters/Sweatshirts** Solid white, black or "Mt. Healthy" red sweaters (cardigan or crew neck) and sweatshirts. No hoods on sweaters and/or sweatshirts. When wearing sweaters or sweatshirts, an approved solid collared shirt must be worn underneath.

### ***PROHIBITED ATTIRE:***

- T-shirts/jerseys, sleeveless tops, spaghetti strap tops
- Sweat suits
- Denim tops and bottoms
- Spandex clothing
- Oversized/baggy clothing
- Jewelry and other accessories that include obscene, violent, gang, tobacco, drug/alcohol-related writing or images
- Jewelry and other accessories that belittle others (e.g. race, ethnicity, religion, gender, or physical characteristics)
- Hats, hoods, head coverings, bandanas, sweatbands, and sunglasses
- Slippers, high heels, stiletto heels, skate shoes and flip-flops
- Exposed chains, dog collars, spikes, and other articles judged to be potentially harmful

- Belts not secured at the waist and belts with wording and/or nameplates, oversized buckles
- Any accessory/clothing item, which could, in the judgment of the building administrator, cause injury or disruption of school activities.

### **ADDITIONAL GUIDELINES:**

- All clothing must be clean and in good repair
- No undergarments may show or have visible logos
- Leg covering, socks, etc. must be solid, uniform colors or natural
- Any button, jewelry, hair accessory, or other accessory, which displays vulgar, lewd, obscene, or plainly offensive language that may lead to substantial interference of school activities, is prohibited. This includes any accessory that advocates the use of alcohol or drugs and any accessory that makes reference to or identifies gangs.
- No hats, jackets, coats worn during the school day
- No backpacks, backpack purses, or fanny packs worn during the school day
- The building administrator may allow modifications to the dress code on specific days (e.g. spirit day, holiday, or other school wide event).
- Dress Code sweeps may be done anytime during the school year.
- Failure to adhere to the Mt. Healthy uniform dress code will result in a consequence for insubordination as determined by the principal.

## **SECTION VIII: HEALTH / MEDICAL PROCEDURES**

### **IMMUNIZATIONS**

All **required immunizations and immunization records** must be complete and turned into the clinic no later than 14 days after the first day of school attendance per Ohio state law. Students who do not have the required immunizations and immunization records will be excluded from school. Students who have a religious, philosophical, or medical immunization waiver on file or whose immunizations are incomplete but in process, may remain at school.

*The following documents will be accepted as evidence of a student's immunization history, provided they comply with State requirements and contain the date when each immunization was administered:*

- *An official school record from any school*
- *A record from any public health department*
- *A certificate signed by a licensed prescriber*

### **EMERGENCY MEDICAL AUTHORIZATION FORMS**

All students are required, by Ohio law, to have an **Emergency Medical Authorization** form on file at school. Students may be excluded from school if this form is not turned in within 14 days of the first day of school. **It is imperative that the contact information on these forms be kept current** so that the school may contact you or other designated persons in the event of an emergency. **Please provide the school with new telephone numbers as needed.**

### **TB SCREENING REQUIREMENTS AND DOCUMENTATION**

All newly enrolled, foreign born students who have been in the USA for 5 years or less must provide documented evidence of having a negative TB test within 90 days of the first day of school enrollment. Students in the process of completing the TB testing may attend school for no more than 30 days as long as they DO NOT have symptoms of TB as verified by a licensed physician or nurse. If the TB test is positive, the student may remain in school, but must provide proof of a normal chest x-ray or written verification from a physician of the absence of communicable TB.

**Any 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 TB test between the 60<sup>th</sup>-90<sup>th</sup> day of return from travel. Failure to**

complete this testing within the designated time frames will result in removal from school until complete.

### **CONTROL OF COMMUNICABLE DISEASES**

In order to protect the health and safety of the students, District personnel and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to controlling communicable disease spread through the normal interaction in the school setting. **The school is to be notified immediately regarding any communicable disease contracted by a student.**

### **HEALTH CONDITIONS**

If your student has a health/medical condition that the school should be aware of, please write the condition on the Emergency Medical Authorization form. Significant health/medical conditions requiring specific accommodations, medications, and/or treatments at school should be documented on the Emergency Medical form **AND** the parent/guardian should call the clinic to discuss the condition and the student's needs with the registered nurse.

### **PEANUT OR OTHER FOOD ALLERGIES**

The district has a policy on the **care of students with peanut or food allergies**. Food allergy information is shared with food service staff with your permission. What students eat in Jr. and Sr. High school is the responsibility of the student unless the parent/guardian makes different arrangements with the clinic staff. **Food service is under no legal obligation to provide special foods or drink to a student with a food allergy who receives free or reduced meals unless the parent/guardian provides the school with a written medical order to avoid certain foods and to have those foods replaced with something different.** Food brought to school to share with others must be in the original packaging with the food nutritional label attached. **No homemade foods are allowed.**

### **CLINIC USE**

The clinic is to serve students who become ill or need first aid at school and students who require medication and/or treatments be administered at school. If a student is injured or becomes ill over the weekend or at a sporting event, the parent/guardian should seek medical care by a private doctor, Urgent Care, or Emergency Room.

Students must have a pass to come to the clinic. Illness and first aid care will be administered. Students should not use a cell phone to call or text a parent/guardian to come get them due to illness or injury. Students should come to the clinic, be evaluated by the clinic staff person, and the clinic staff person will contact the parent/guardian to discuss whether or not the student should go home. Any student who has a fever over 100.0, is vomiting, or has diarrhea will be sent home. **It is very important for parents/guardians to have someone who can come to school or some way to get to school to bring sick children home.** Keeping students who are ill at school or having them travel home on the school bus is not good for the student and puts other students at risk of getting sick. Students will only be allowed to leave school with contacts listed on the Emergency Medical Authorization form or with verbal or written permission from the legal guardian. A student will not be allowed to drive or walk home without parent permission. Students should not leave school for illness or injury without being seen in the clinic, the clinic staff person speaking with someone listed on the Emergency Medical form, and being signed out of school. **Students 18 years of age may sign themselves out of school for illness.**

### **MEDICATIONS**

By Ohio law and district policy, **NO medications (prescription, over-the-counter, and herbal) are to be administered by school personnel WITHOUT PROPER AUTHORIZATION. Proper authorization includes a written doctor, Physician's Assistant, or Nurse Practitioner's order.** Students are encouraged to not take any medication(s) at school unless absolutely necessary. If a student needs to take medicine at

school during the school day, the parent/guardian should contact the clinic to obtain the “**Administration of Medication**” form. Students are legally only allowed to self-carry asthma inhalers and Epi pens with the proper documentation. All other medications must remain in the clinic. **A new medication order must be submitted every school year.** Parent/guardian and medical prescriber’s signature is required before medication will be administered to a student. The medication must be in its original container and the dose on the prescription label must match the licensed prescriber’s order. Medications will not be administered at school if there are any unanswered questions or incomplete documentation.

**Students may only bring emergency medications (asthma inhaler, insulin, Epi pen, and Diastat) to school. All OTHER MEDICATIONS MUST BE BROUGHT TO SCHOOL BY AN ADULT.** Unauthorized medications brought to school by a student will be confiscated and will need to be picked up by an adult. Students who are 18 years of age or older may bring their own medications to school and may sign permission to receive the medications at school with a legal licensed prescriber order. **Any student carrying medication in school other than a legally prescribed asthma inhaler or Epi pen will have the medication confiscated. The parent/guardian will be contacted and the student may be subject to disciplinary action.**

### ***MEDICAL TREATMENTS***

If a student has any health/medical condition that requires special school/classroom accommodations or medical treatment, the parent/guardian shall provide the clinic with the doctor or other appropriate health care provider’s written treatment order or note. The treatment order must include what accommodation and/or procedure is necessary, the frequency and duration of the accommodation/treatment, the medical condition or rationale why the student needs the accommodation/treatment, and any other special instructions. The doctor or health care provider’s name and contact information must be on the order/note.

The parent/guardian is responsible for providing all necessary supplies for the procedure/treatment. If the student does not have the necessary supplies available at school, it may be necessary for someone to bring the supplies to school or for the student to be sent home.

### ***STUDENT ACCIDENTS ( Ref. Policy 5340)***

Physical education teachers and coaches of intramural athletics shall remove from P.E. class participation or the intramural athletic activity any student who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury. The Principal shall notify parents or guardians about the possible concussion or head injury. The student shall not be permitted to return to any P.E. class, or intramural athletic practice or competition, for which the teacher, coach, or referee is responsible on the same day as the removal and not until both of the following occur:

- A. The student’s condition is assessed by a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
- B. The student receives written clearance that it is safe to return to the P.E. class, or intramural athletic practice or competition, from a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant such a clearance.

### ***STUDENT SUICIDE ( Ref. Policy 5350)***

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

- Step 1 – Stabilization
- Step 2 – Assessment of the Risk



- Step 3 – Use of Appropriate Risk Procedure
- Step 4 – Communication with Appropriate Parties
- Step 5 – Follow-up

## **CARE OF STUDENTS WITH DIABETES**

The Board of Education is committed to ensuring that each student enrolled in the District who has diabetes receives appropriate and needed diabetes care in accordance with an order signed by the student's treating physician. A student with diabetes may be entitled to a Section 504 Plan regarding the student's diabetes. See Policy 5336 for further information.

## **STUDENT USE OF THE ELEVATOR**

Use of the elevator is considered a school accommodation for a health/medical condition. Only students who have a physical health condition that prohibits them from using the stairs, needs to use crutches, or is wheelchair dependent should be using the elevator. A health care provider's written order/note for elevator use and duration of use is required. Permission for short-term elevator use may be granted by Administration or clinic staff for health/medical reasons.

## **GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS**

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of the disease to others and to prevent your child from acquiring any other disease while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and usual recommendations.

- **Chicken Pox:** *Your child should remain home until the blisters have scabbed over, usually 5-7 days after the first crop of blisters appears.*
- **Common Cold:** *Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn, i.e., uncontrollable coughing, significant nasal drainage.*
- **Fever:** *If your child's temperature is 100 degrees F or greater (1-2 degrees above the child's normal temperature), the child should remain home until fever free for 24 hours **without** medication to decrease the fever.*
- **Flu:** *Your child should remain home until symptoms are gone and the child is without a fever for 24 hours.*
- **Head Lice:** *Your child may return to school after receiving treatment with a lice shampoo and is nit free. Your child should receive a second treatment within 5-7 days of the first treatment.*
- **Impetigo:** *Your child should remain home until receiving 48 hours of antibiotic therapy and sores are no longer draining.*
- **Pinkeye:** *Your child should remain home from school until receiving 24 hours of antibiotic therapy and the eye drainage has stopped.*
- **Scabies:** *Your child may return to school with proof of treatment.*
- **Strep Throat and Scarlet Fever:** *Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and without fever or vomiting for 24 hours.*
- **Vomiting and Diarrhea:** *Your child should remain home without vomiting or diarrhea for a full 24 hours.*

## **DRUG AND SMOKE FREE ENVIRONMENT**

In accordance with the Mt. Healthy City School District Board of Education policies, all buildings within the district support and follow the procedures as set forth in Drug free Workplace and Smoke Free Environment

## **SECTION IX: BUS TRANSPORTATION**

### ***BUS TRANSPORTATION***

Although the Mount Healthy City Schools District furnishes transportation in accordance with Ohio Law, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once the student boards the bus—and only at that time—does he/she become the responsibility of the school district. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

Students on the bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. Parents are also responsible for damages by their child to school buses, personal property or public property.

### ***BUS SAFETY RULES***

The following rules were developed to provide for the safety of the school children. The parents of the school district are asked to be sure that their children understand and follow these rules. Failure on the part of the school children to follow these rules can result in the child not being permitted to ride the school bus.

1. Pupils shall arrive at the bus stop 10 minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop.
3. Behavior at the bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly their assigned seat so the bus may safely resume motion.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required by medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession. (See Section VIII: Health/Medical Procedures, Medications).
11. Pupils must not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put heads or arms out of the bus windows.
15. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
16. Proper steps will be taken to collect, store and use medical information related to pupils known to have medical problems that may require driver attention.
17. Pupils must ride their assigned bus.

### ***STUDENT REMOVAL/SUSPENSION FROM TRANSPORTATION***

The Board of Education holds that busing is a privilege, not a right, which may be removed from any student who violates the rules of the District, or who conducts himself/herself in a manner that is considered dangerous to persons or property or a threat to the safe operation of the school bus.

Pursuant to Ohio Revised Code 3327.014 students riding District school buses may have such bus riding privileges suspended by the Superintendent or other District administrators for a period of time not to exceed (80) days for any violation of the Student Code of Conduct or a violation of the reasonable rules and regulations established by the Superintendent and the transportation department (individual school bus drivers). The student may also be suspended from school for such events but the suspension may not exceed (9) days. The student is subject to the Student Code of Conduct and bus riding regulations while s/he is physically riding the bus and when the student is at a school bus stop and in view of the school bus drivers.

Before a suspension from bus riding privileges is imposed under this policy, the Superintendent or administrator shall provide notice of intent to suspend these privileges to the student and provide the student the opportunity to appear before the Superintendent or administrator regarding the reasons for suspending the student's bus riding privileges. The parent of the student shall be notified of the suspension and the reasons therefore within one (1) school day of the suspension. Students are subject to emergency removal from a school bus in accordance with the provisions of O.R.C. 33313.66(C).

### ***BUS VIDEO MONITORING SYSTEM***

Many school buses are equipped with a video/audio monitoring system. The purpose of this system is to record student behavior on the bus. When the camera is on the bus and is activated, it records everything (video and audio). Tapes will not be retained if there is no evidence of vandalism or behavior problems.

The ultimate goal is to safely transport children to and from school each day. With the new monitoring system and continued support from parents, we will be able to accomplish this.

### ***TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE***

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

## **SECTION X: FOOD SERVICE**

All enrolled students of Mt. Healthy City Schools are eligible for a healthy breakfast and lunch at school at **NO CHARGE TO YOUR HOUSEHOLD.**

Parents can place money on their student's account through EZ-Pay to be used for the purchase of a nutritious snack or additional meal items. EZ-Pay ensures that students have funds available to purchase extra food items and eliminates the hassle of lost or forgotten money. In addition, pre-payment helps the lunch lines move faster and is highly encouraged. To set up an EZ-Pay account, go to [www.mthcs.org](http://www.mthcs.org) and select EZ-Pay. You must have your child's student ID number to set up the account. Contact the school office for assistance. A \$10 minimum is required for all EZ-Pay payments.

### ***HOUSEHOLD INFORMATION SURVEY***

Every family must complete a household information survey. Surveys may be obtained on request in the school office. All students receive a survey at the beginning of the school year.

### ***BREAKFAST***

Universal Breakfast will be served in classrooms for all students who wish to eat – (South 8:35-8:50); (North 9:05– 9:20).

## **LUNCH**

Our school cafeteria will offer a well-balanced *Type “A”* lunch for students in grades K through 6. The *Type “A”* lunch is served with milk and four other food items. Students are required to take at least three of the five items offered. One item must be a fruit or vegetable.

Students also have the option to bring a packed lunch. Please be sure each lunch box or lunch bag has proper identification. Extra items, snacks, white or flavored milk, and bottled water are available for a cost.

## **SECTION XI: STUDENT RECOGNITION AWARDS**

### **ACADEMIC & SPECIAL AWARDS**

Honor Roll (grades 2-6): students must have B average (3.0 GPA). No D’s, F’s or U’s are permitted.

Principal’s List (grades 2-6): Students who maintain all A’s (4.0 GPA).

Perfect Attendance (grades K-6): Students who are in attendance every day for the quarter or year—no absences and no tardies

Excellent Attendance (grades K- 6): Students who have no more than one excused absence and one excused tardy for a quarter or four excused absences and four excused tardies for the year.

Other quarterly and yearly awards will be given for Perfect Attendance, Good Citizenship, Achievement, and participation on school organized groups such as student council, safety patrol, peer mediation team, etc. Other special recognition awards may also be presented.

## **SECTION XII: ENROLLMENT/REGISTRATION PROCEDURES**

The Mt. Healthy City School’s Central Registration office is pleased to announce that we now have a new online Registration System! This new system replaces most paper forms and will allow YOU the ability to register new students and update information for returning students ONLINE from any electronic device.

**\*\*Computers are available at our Central Registration Office for those that may not have access to one\*\***

Please visit our website at <http://www.mthcs.org> and click the “Central Registration” tab for more information.

### **ENROLLMENT**

Only students who reside with their parents or legal guardian within the Mt. Healthy City School District attendance area may attend the Mt. Healthy schools. The Superintendent must approve any exceptions. At the time of enrollment the following items are required: **birth certificate, social security number, proof of residency, health record, proof of immunizations required by law, the most recent report card from the transferring school, and Individualized Education/504 Plan/custodial papers, if applicable.**

If a birth certificate is not available, the parent is to complete Form 5111 F3 and submit the documentary evidence called for therein. If such verification is not received within thirty (30) days or the document appears to be inaccurate or suspicious, the principal shall notify the local law enforcement agency. If there is a court order or decree allocating parental rights and responsibilities and designating who will be the resident parent and legal custodian, such order or decree must be submitted within fourteen (14) days of admission. If there is a court order or decree for custody or guardianship to other than a parent, a copy of the order or decree must be submitted within fourteen (14) days of admission. If all of these required documents are not received within that time, the student should be presumed to be a missing child.

If the school indicates no record of the student’s attendance, or the records are not received within fourteen (14) days of the date of request, or if the student does not present a certificate of birth or other documentary evidence, the principal shall immediately notify the law enforcement agency where the student resided and the local law enforcement agency that s/he may be a missing child.

Parents are requested to update home addresses, phone numbers, email addresses, emergency and caregivers' names/numbers, and persons authorized to pick up students, whenever that information changes. It is also requested that changes in court decrees related to custody be presented to the school office in a timely manner.

### ***WITHDRAWAL***

If a student moves away from the district attendance area, the parent or guardian must enroll the student in new district of residence. By law, we are not allowed to release student records until this is done. Student records may be held until all books are returned, and any fees and fines are paid.

### ***ASSIGNMENT TO CLASS AND GRADE***

The principal shall make assignments to class and grade, after consultation with relevant staff. Placement will be based on several factors including the intellectual, physical, social, and emotional development of the student as revealed by the use of available data and observations of the staff.

### ***EARLY ENTRANCE/ACADEMIC ACCELERATION (Policy 5408, 6/08)***

Children, whose fifth birthday falls between September 30 and December 31, can be tested for early entrance during the summer if it is requested in writing by the parent. All requests for early entrance examination must be made in writing to the Superintendent of Mt. Healthy City Schools, and mailed to Mt. Healthy Board of Education, 7615 Harrison Avenue, Cincinnati, Ohio 45231. Be sure to include the name of the child, date of birth, address and phone number.

Students considered for whole-grade acceleration and early entrance to kindergarten shall be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

### ***INTRADISTRICT / OPEN ENROLLMENT***

The Board has established guidelines that are followed when a parent wishes to have his/her child attend another school within the Mt. Healthy district. Building and grade level capacities, racial balance, and priority for students who live within their attendance areas are part of these guidelines. Applications are available in school offices and must be completed by June 1<sup>st</sup> for the next school year. District Office administrators will evaluate and notify parents regarding their request.

### ***INDIVIDUALS WITH DISABILITIES***

The American's with Disabilities Act (A.D.A.) and section 504 of the Rehabilitation Act provide that no individual will be discriminated against on their basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The Mt. Healthy City School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Executive Director of Student Services at 729-0077.

### ***CUSTODIAL PARENTS***

The school is vitally concerned in communicating with the legal parent(s) or guardian(s). Whenever a child custody order or decree has been issued as a result of a Separation, Divorce, Annulment or Dissolution of Marriage, or Temporary Custody, Foster Placement or Adoption of a child, the custodial parent of the child is required, by law, to notify the school of such action and must provide the school with a certified copy of the custody order or decree. Whenever there is a modification of the child custody order or decree that has previously been submitted, the custodial parent must submit to the school a certified copy. Custodial parents failing to provide this information and certified documentation are in violation of the law.

## **NON-CUSTODIAL PARENTS**

Non-custodial parents may receive copies of student records or other school information relevant to their interest as parents, unless a court order presents such access. Non-custodial parents should submit their request for records and other information in writing to the child's principal. Please allow at least seven days for the school to respond to such request.

## **RECORDS (reference Policy 8330 and Administrative Guidelines 8330 & 8350)**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student records shall be available only to students and their parents, eligible students, and designated school officials, who have a legitimate interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing *in loco parentis* (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Both parents shall have equal access to student records unless stipulated otherwise by court order or law.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

Parents may obtain copy of the District's policy and administrative guidelines on students' records through the district's website, [www.mthcs.org](http://www.mthcs.org).

## **Directory Information**

Each year the District will provide (in the Parent-Student Handbook) public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received. Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within twenty (20) days after receipt of the District's public notice.

The District may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

## **Review of Records**

According to federal legislation, let this serve as a notice to parents of school children and students over the age of eighteen, of the Mt. Healthy City Schools, that they have the right to review all school records that pertain to their child, or in the case of the eighteen year old, his own individual record. All requests for record review shall be made in writing to the building principal. The record review will then be scheduled

within a reasonable time, at a time and place that will be mutually convenient. Parents may request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights. See policy 8830 at [www.mthcs.org](http://www.mthcs.org) for a complete record of this policy.

## **SECTION XIII: PARENT INVOLVEMENT**

### ***PARENT INVOLVEMENT IN THE SCHOOL PROGRAM***

The Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the School district to educate all students effectively, the schools and parents must work as knowledgeable partners.

Although parents are diverse in culture, language, strengths, and needs, they share the school's commitment to the educational success of their children. This School District and the schools within its boundaries, in collaboration with parents, shall establish programs and practices that enhance parent and family involvement and reflect the specific needs of students and their families.

To this end, the board supports the development, implementation, and regular evaluation of a parent involvement program in each school, which will involve parents at all grade levels in a variety of roles. The parent involvement programs will be comprehensive and coordinated in nature. They will include, but not be limited to, the following components of successful parent involvement programs:

- A. Equal representation of parents/families/community members and staff in District and Title I school wide decision-making and advisory committees.
- B. Joint planning and training for parents and school staff on partnering and shared decision making.
- C. Ensuring that each building will create and foster a climate in which parents feel valued and welcome.
- D. Involving parents in setting student goals each year and planning for post-secondary education and careers, which may include the development of personalized education plans for students, where parents are full partners.
- E. To the maximum extent possible, fostering student and community interaction.
- F. Each principal will convene an annual meeting to which all parents are invited and encouraged to attend to explain the parent's rights to be involved and the school's obligations to develop a parental involvement plan.

The Board of Education supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The Board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

In addition to programs at the school building level, the Board of Education supports the development, implementation, and regular evaluation of a program to involve parents in the decisions and practices of the School District, using to the degree possible, the components listed above.

Engaging parents is essential to improving student achievement. The School District shall foster and support active parent involvement.

## **SECTION XIV: MISCELLANEOUS**

### ***ANIMALS AT SCHOOL (Ref. Policy 8390)***

Students may not bring personal pets to school at any time without the prior approval of the principal. Classrooms may have one or more classroom pets, providing the safety for the students and animal is the highest priority.

## **CARE OF PROPERTY**

Students are responsible for the care of their property. The school will not be responsible for personal property. Valuables such as jewelry, large amounts of money, or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

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

## **EARLY DISMISSAL DAYS (Shortened Day/Staff Development)**

During the course of the year, schools will periodically dismiss early for the purpose of teacher development activities and/or end of semester exam schedules. These days will be for all grades, Pre-K through 12. Please mark your calendar. Buses will run in accordance with the time schedules appropriate for each building.

### ***REFER TO THE SCHOOL CALENDAR FOR EARLY DISMISSALS***

## **EMERGENCY SCHOOL CLOSINGS / DELAYS**

Listen to the local radio stations for MT. HEALTHY CITY SCHOOLS closing announcements. Please do not call the school office. We must keep our lines open for up-dated information from the Superintendent's office.

### **Two-Hour Delay Schedule**

- Buses run two hours later than regular time
- AM Pre-School is cancelled
- Breakfast is **not** served
- The school day begins two hours later than regular time
- Lunch may be served on a different schedule (varies per building)
- Dismissal is at the regular time

## **FEES**

The District charges fees annually for instructional materials, payable at enrollment or at the beginning of each school year. Report cards and records may be held in the office if fees are not paid by the end of the 4th quarter. The District shall waive fees assessed for instructional purposes only for students whose parent(s) or guardian(s) are unable to afford them. A parent or guardian who cannot pay school fees may request a waiver of general fees/instructional materials from the school office. The building principal shall have the authority to review the waiver request and request such further information, if any, as s/he deems necessary in order to make a decision on that request. If the fee waiver is denied then parents should contact the building principal regarding the appeals process. (Ref. policy 6152.01)

### **EZ-Pay**

Families can utilize an online payment system for student fees and your child's lunch account. You may use your credit and/or debit card for any transaction. This option can be done from the comfort of your home, a public library, or anywhere else with internet access. Parents who use the online system must first create an account. You will need your child's ID number as part of the registration process. No personal information about your student is available online – only fees and lunch balances can be retrieved. The district does not keep your credit card information on file and you will need to re-enter your credit card number each time you use the online system. There is no charge to parents. To access this system go to [www.mthcs.org](http://www.mthcs.org) then click on EZ-Pay and follow the instructions.

### **Waiver of School Fees**



The Mt. Healthy City School District shall waive fees assessed by the District for instructional materials only for students whose parent(s) or guardian are unable to afford them. This waiver does not include District fees associated with extra-curricular activities or student enrichment programs that are not part of a course of instruction.

Eligibility Standards:

- A. Students who qualify for aid under Ohio Works First (R.C. 5107) or Disability Assistance (R.C. 5115).
- B. Students whose families have suffered very significant financial losses due to severe illness or injury in the family or unusual expenses including, but not limited to fire, flood, or storm damage.
- C. Based on completion of the Household Information Survey and determination of qualification for the Academic Fee Waiver program.

***FINES***

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage only, and does not pay for the time spent in repairing or replacing the item.

Late fines can be avoided when students return borrowed materials promptly. Others may need the use of materials. Failure to pay fines, fees or charges will result in the withholding of report cards and school records.

***FIRE, SCHOOL SAFETY AND TORNADO DRILLS***

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

School Safety drills shall be conducted each school year. During the school safety drill, students will be instructed in the appropriate procedures to follow in situations where students must be secured in their building (rather than evacuated).

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a Signal tone or PA announcement.

***LATE DISMISSAL - (DETENTION)***

Parents will be notified should your child be detained by the school beyond the regular dismissal time. It is the parents' responsibility to provide transportation.

***LOST AND FOUND***

If your child loses an item at school, ask them if they have looked in the lost and found box and checked in the office. Students leave numerous articles of clothing and other items in school at the end of each year. Items left will be donated to a local charity or disposed of accordingly.

***PUBLIC ATTENDANCE AT SCHOOL EVENTS***

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed at any function occurring on District premises.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Guide dogs used by persons requiring this type of assistance shall be permitted in all District facilities and at all school events. The person must provide evidence of the dog's certification for that purpose. If the dog is still in training, proof of liability insurance is to be provided.

The Board is aware of the increasing desire of many parents and other members of an audience to use camcorders and other audio/visual devices at school events. It has no objection, providing their use neither interferes with the conduct of the particular activity, nor impinges on the enjoyment of the event by other members of the audience. The Board authorizes the Superintendent to establish rules and procedures governing the use of non-district audio/visual devices and equipment at any District-sponsored event or activity, particularly athletic events, dramatic presentations, and graduation ceremonies. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to the activity.

Any person or organization seeking to film students or a school activity that is not a public event shall obtain prior permission from the Superintendent.

The Superintendent shall ensure that all notices, signs, schedules, and other communications about school events contain the following statement: "Upon request to the Superintendent, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity."

### **RECESS**

All students are expected to take part in outdoor recess. If you have reason to excuse your child, a note from you or the doctor must be on file. Children will continue to go outside unless temperatures fall below 32 degrees; wind chill factor will be taken into consideration.

### **STUDENT FUND-RAISING**

In general the board will permit student fund-raising in school, on school property, or at any school-sponsored event only when the profit is to be used for school purposes or for an activity connected with the school. Students may not sell any item or service in school without the prior approval of the Principal (Ref. Policy and Guidelines 5830).

### **VISITORS**

Upon entering the building, all visitors (including parents) must report to the office. Your cooperation in this matter is appreciated.

**Parents (or other family members authorized by the parents) who wish to meet with a teacher or observe a class are expected to set up an appointment with the appropriate teacher at least a day in advance. Parents/visitors are reminded that teachers cannot hold a conference as part of a visit when students are in the classroom. The teacher and parents/visitors should schedule another time for a conference about the visit. If parents are unable to set up an appointment with a teacher in advance, the office staff will contact the teacher, who, if available, may meet with the parent at that time or suggest a later time that may be more convenient. Visitors may not use any electronic device to make a record of the visit without the consent of the teacher**

**Parents/visitors who enter the building without reporting in at the office are in violation of district policy and any violations may be reported to the police. Any staff member in the building will ask visitors to report to the office. Staff will call the office to advise that a visitor is in the building without the proper clearance.**

The Board of Education prohibits visitors from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted by the Board, a school-sponsored event, or in a Board-owned vehicle. (Ref. Policy 7217)

## ***VOLUNTEERS***

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

Volunteers are advised that:

- Volunteers are required to abide by all Board policies and District guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed, except as authorized by law).
- Volunteers will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation.
- Volunteers will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.
- Volunteers who work or apply to work unsupervised with children on a regular basis need to display appropriate behavior at all times and they may be required to provide a set of fingerprints at any time so that a criminal records check can be conducted. If a criminal records check is then conducted, it will be done as a condition of continued service as a volunteer and will be at the Board's expense.
- Volunteers may not accept compensation from any third party or source, included, but not limited to booster, parent, or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the Board.

## ***ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA***

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

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

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

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

Informal inquiries may be sent to the Family Compliance Office via the following email address:

FERPA@ED.Gov

## ***REQUEST TO RESTRICT PRIVACY***

Public release of student information is limited by Ohio and Federal Law to Directory Information. This includes name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, date of graduation, awards received, and other student directory information.

Parents, legal guardians, or students 18 years of age have the ability to control the release of Directory Information. All students receive at the beginning of the year or at the time of enrollment a form that provides parents the opportunity to restrict Mt. Healthy City Schools from releasing Directory Information.

**Detach and return the slip below to your child's homeroom teacher within one week**

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**PARENT/STUDENT ACKNOWLEDGMENT OF PARENT/STUDENT HANDBOOK**

I/We (parents or guardians) and my/our child(ren) have received and read the Parent-Student Handbook for the elementary schools of Mt. Healthy City Schools. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the Mt. Healthy City School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects with the exception of Board policy/guidelines and State/Federal legislation.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

If you have any questions or need any clarifications regarding the Handbook, please contact your child's homeroom teacher or the principal.