



HUBER HEIGHTS  
CITY SCHOOLS

**2024-2025**

# **ELEMENTARY STUDENT HANDBOOK**

*“Learning Today, Prepared for Tomorrow”*

Charles Huber Elementary | 8895 Emeraldgate Dr. | 937-237-6375

Monticello Elementary | 6523 Alter Rd. | 937-237-6360

Rushmore Elementary | 7701 Berchman Dr. | 937-237-6365

Valley Forge Elementary | 7191 Troy Manor | 937-237-6380

Wright Brothers Elementary | 5758 Harshmanville Rd. | 937-237-6392

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# HUBER HEIGHTS CITY SCHOOLS

## 2024-2025 SCHOOL YEAR CALENDAR (K – 12)

Approved by the Board of Education on February 8, 2024

JULY 2024						
SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	P	P	T	15★	16★	17
18	19	20★	21	22	23	24
25	26	27	ER	29	30	31

SEPTEMBER 2024						
SU	M	T	W	TH	F	SA
1	H	3	4	5	6	7
8	9	10	11	12	ER	14
15	16	17	18	19	20	21
22	23	24	P	26	27	28
29	30					

OCTOBER 2024						
SU	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	E	P/T	12
13	Q	15	16	17	18	19
20	21	22	23	24★	C	26
27	28	29	30	31		

NOVEMBER 2024						
SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	ER	16
17	18	19	20	21	22	23
24	N	N	N	H	H	30

DECEMBER 2024						
SU	M	T	W	TH	F	SA
1	2	3	ER	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	E	21
22	N	H	H	N	N	28
29	N	N				

JANUARY 2025						
SU	M	T	W	TH	F	SA
			H	N	N	4
5	T	Q	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	P	30	31	

FEBRUARY 2025						
SU	M	T	W	TH	F	SA
						1
2	3	4	5	6	ER	8
9	10	11	12	13★	C	15
16	H	18	19	20	21	22
23	24	25	ER	27	28	

MARCH 2025						
SU	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	E	T	15
16	Q	18	19	20	21	22
23	N	N	N	N	N	29
30	31					

APRIL 2025						
SU	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	ER	N	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	H	27	28	ER★	T	31

JUNE 2025						
SU	M	T	W	TH	F	SA
1	S	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Q	Beginning of Quarter
E	End of Quarter
ER	Two-Hour Early Release
N	Non-attendance Day/Recess
H	Holiday
C	Conference Exchange Day
S	Staff Development Day
P	Professional Development Day
T	Teacher Work Day

**AUGUST**  
 12 - Professional Development (No School)  
 13 - Professional Development (No School)  
 14 - Teacher Work Day (No School)  
 15 - First Day of School for 1<sup>st</sup>- 7, and 9<sup>th</sup> grades★  
 16 - First Day of School for 8<sup>th</sup>, 10<sup>th</sup> – 12<sup>th</sup> grades★  
 20 - First Day for Kindergarten Students★  
 28 - Early Release (Professional Dev.)

**SEPTEMBER**  
 2 - Labor Day  
 13 - Early Release (Midterm)  
 25 - Professional Development Day (No School)

**OCTOBER**  
 10 - End of First Quarter  
 11 - Professional Development (am) & Teacher Work Day (pm) (No School)  
 14 - Start of Second Quarter  
 24 - Conferences★  
 25 - Conference Exchange Day (No School)

**NOVEMBER**  
 15 - Early Release (Midterm)  
 25 – 29 Thanksgiving Recess

**DECEMBER**  
 4 - Early Release (Professional Dev.)  
 20 – End of Second Quarter  
 23 - Jan 3 – Winter Recess

**JANUARY**  
 6 – Teacher Work Day (No School)  
 7 - Start of Third Quarter  
 20 - Martin Luther King Day (No School)  
 29 - Professional Development (No School)

**FEBRUARY**  
 7 – Early Release (Midterm)  
 13 - Conferences★  
 14 - Conference Exchange Day (No School)  
 17 - Presidents’ Day (No School)  
 26 - Early Release (Professional Dev.)

**MARCH**  
 13 - End of Third Quarter  
 14- Teacher Work Day (No School)  
 17 - Start of Fourth Quarter  
 24 - 28 Spring Recess

**APRIL**  
 17 – Early Release (Professional Dev.)  
 18 - Non Attendance Day (No School)

**MAY**  
 26 - Memorial Day  
 29 - Two-Hour Early Release and Last Day of School★  
 30 - Teacher Work Day

**JUNE**  
 2 - Staff Development Day

*Calamity Makeup Days (If Needed)*  
 6/3, 6/4, 6/5, and 6/6

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*\*Rules and policies are subject to change due to legislative actions.*

## STUDENT RESPONSIBILITY STATEMENT

As a Warrior, I will:

**Be Respectful**  
**Be Responsible**  
**Be Safe**

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## WARRIOR ALMA MATER

*Hail, Dear Wayne, Our Alma Mater  
Hail All hail to Thee!  
Praise her now, ye Sons and Daughters  
Banners high unfurl!  
Guidance, truth and friendship lasting,  
Within Thy Halls we've found  
Loyal then our hearts shall be:  
Hail, all praise to Thee.  
We will ever live to love her.  
Live to praise her name,  
Live to make our lives add luster  
To her glorious fame.*

---

## WARRIOR FIGHT SONG

*Oh, when the **WAYNE** High team all falls in line,  
We're going to win this game another time,  
And for the dear old school we love so well  
And for the big red team we'll yell and yell and yell.*

*And we will fight, fight, fight for every game,  
And set our standards high for dear old **WAYNE**,  
And we will roll those "rivals" on the side, on the side,  
Rah, Rah, Rah – Yeah **WAYNE!!***

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## DISTRICT MISSION STATEMENT

*Empowering and inspiring our students for a successful future.*

<b>ELEMENTARY ADMINISTRATION</b>		
Principal of Charles Huber Elementary	Pamela Krach	pamela.krach@myhhcs.org
Assistant Principal of Charles Huber Elementary	Emily Blaine	emily.blaine@myhhcs.org
Principal of Monticello Elementary	Steven Mills	steven.mills@myhhcs.org
Assistant Principal of Monticello Elementary	Jenifer Robinson	jenifer.robinson@myhhcs.org
Principal of Rushmore Elementary	Alison Foreman	alison.foreman@myhhcs.org
Assistant Principal of Rushmore Elementary	Michelle Roby	michelle.robby@myhhcs.org
Principal of Valley Forge Elementary	Rebecca Molfenter	rebecca.molfenter@myhhcs.org
Assistant Principal of Valley Forge Elementary	Terri Burkholder	terri.burkholder@myhhcs.org
Principal of Wright Brothers Elementary	Angela Harris	angela.harris@myhhcs.org
Assistant Principal of Wright Brothers Elementary	Matthew Steed	matthew.steed@myhhcs.org

## SECTION I: Elementary School Operations and Procedures

The following information applies to all students attending elementary schools at Huber Heights City Schools.

### ACADEMIC HONOR ROLL

In order to qualify for Academic Honor Roll, students must maintain a grade of B-(B minus) or higher in each subject, with no C's or U's anywhere on the report card. Additional information will come home outlining specific program details.

### ACCIDENTS/INJURIES/ILLNESS AT SCHOOL

Usually, the symptoms for keeping a child at home will be just cause for sending a child home. We will attempt to contact you first. If we are unable to reach you, we will notify the person(s) you have listed on your emergency form. Please keep in mind that the emergency contact **MUST** be a local person other than the child's parents. Please arrange with a friend or neighbor to agree to come and get your child at school if you cannot be reached. Please do not send your child to school until 24 hours after any incident of vomiting or occurrence of a temperature over 99.9 degrees.

For accidents and injuries, the same procedure will be followed. *The parents or the emergency person(s) listed on the emergency medical form will be notified.* We always attempt to notify the parents first.

### ADMISSION REQUIREMENTS

To enter Kindergarten, the child must be 5 years old before August 1st. To enter first grade, the child must be 6 years old before September 30 and must have completed Kindergarten. Packets of information may be picked up in the office.

### AUTOMOBILE TRANSPORTATION

Only when it is absolutely necessary for the safety and well-being of the child should he/she be transported by automobile. **PLEASE PICK UP OR DROP OFF YOUR CHILD AT DESIGNATED LOCATIONS OF THE SCHOOL. PLEASE DO NOT PARK IN A PARKING LOT OR BLOCK THE BUS LOADING AREA OR ANY OF THE SCHOOL PARKING LOTS DURING DROP-OFF OR PICK-UP TIMES.** We also request that you drive slowly and carefully around the front of the building. Please follow the directions of the staff and safety patrol.

### BEST HOURS FOR PHONING THE SCHOOL

*Charles Huber and Wright Brothers:* Call between 8:30–10:30 a.m. and 1–2 p.m.

*Monticello, Valley Forge, and Rushmore:* Call between 9–11 a.m. and 1:30–2:30 p.m..

All phone calls with instructions for going home a different way should be phoned in no later than 60 minutes prior to the end of school. **PLEASE AVOID CALLING THE SCHOOL AT OR NEAR DISMISSAL TIME.** \*\*\*Please note that voicemail messages left for teachers may not be retrieved until the next school day.

### BICYCLES

We urge all bicycle riders to be careful on their way to and from school. Riders need to securely lock their bicycles. An unlocked bicycle may be stolen or damaged. We strongly encourage bicycle helmets to be worn. Upon arrival, bicycle riders should take their bicycles directly to the racks without loitering or riding around the playground. Scooters and skateboards are not permitted on school property.



## BIRTHDAY PARTIES

Birthdays may be celebrated at school, and we ask that parents make arrangements with their child's teacher to ensure that it will be done at an appropriate time. Treats should be simple and inexpensive (no gum please). Please check with your child's teacher to check for classroom food allergies before sending in treats. We are unable to furnish student addresses or phone numbers. *Invitations may only be passed out if there is one for every student in the class.*

## BORROWING LUNCH MONEY

In emergencies when lunch money is forgotten or lost, students are able to borrow lunch money from the cafeteria. Please make arrangements for the children to pay back the loan the next day.

## BUILDING SCHEDULES

<i>Charles Huber and Wright Brothers</i>	<i>Monticello, Valley Forge, and Rushmore</i>
8:25-8:40 a.m.–Breakfast	8:55-9:10 a.m.–Breakfast
8:35-8:44 a.m.–Students Enter Building	9:05-9:14 a.m.–Students Enter Building
8:45 a.m.–Class Bell	9:15 a.m.–Class Bell
3:05 p.m.–Dismissal begins	3:35 p.m.–Dismissal begins

## BUS TRANSPORTATION

Students in grades K-6 are transported if they live beyond one and a half miles from their school. State law sets criteria on how and by what route the mile will be determined. Each year, some students begin riding the bus only to find out in late September and October that they are not eligible to ride because they live inside the one-and-a-half-mile limitation. Consequently, if this is the case for your child, you will be instructed that your child cannot ride the bus any longer. If you are not sure whether your child is eligible to ride the bus, call the district Transportation Department at 237-6385.

The bus driver has the responsibility for the safety and conduct of students riding the bus to and from school or activities. Everyone's cooperation will result in safer transportation. If your child regularly rides the bus, but for some reason, you wish him/her not to, please notify his/her teacher by a note of your intention. No child will be permitted to temporarily deviate from riding his or her normal bus unless we have written permission from the parents of all children involved, as well as school approval. **STUDENTS ARE EXPECTED TO COOPERATE AND OBEY THEIR BUS DRIVER AT ALL TIMES.** We also expect complete cooperation and respect at the bus stops in the mornings. **STUDENTS WHO CONTINUALLY MISBEHAVE WILL NOT BE PERMITTED TO RIDE THE BUS.**

1. Upon exiting the building, students must stay on the sidewalks in line and walk to the bus in an orderly fashion.
2. Once on the bus, students will obey all bus rules provided by the bus driver.

## CAFETERIA

The price for a school lunch is set by the Board of Education. Students may bring a sack lunch and purchase milk if they so desire. Menus are posted on our website and sent home with students.

Each child is expected to practice the general rules of good manners while eating in the cafeteria. These rules include, but are not limited to, the following:

1. The classroom is off-limits during lunch and recess time unless the student has a pass from the adult in charge.
2. Students must remain seated in their assigned seats until dismissed by the adult on duty.

3. We expect students to demonstrate the following good manners:
  - Talking in low voices at all times.
  - Keeping hands and feet to themselves.
  - Taking time to eat and enjoy their lunches.
  - Leaving a clean area when dismissed.
4. Students should make all purchases when their class goes through the line. They may buy one non-menu item when going through the line.
5. Additional Expectations:
  - No glass containers.
  - Students are encouraged to eat at least 1/2 of the entree and drink their milk or juice.
  - If a dietary modification is needed or restrictions apply, please submit this in writing. Please let us know if this is a temporary or a permanent change.
  - Health standards do not allow for sharing food during lunchtime.
  - Students may only remove food from the cafeteria if it is contained in a lunchbox or bag.

### **CELL PHONES**

Cell phones may be brought to school, but must remain turned off and stored in the student's locker while on school property.

- 1st offense - Cell phone is confiscated and turned into the office by the teacher. The student may pick up cell phone at the end of the school day from the office
- 2nd offense - Cell phone is confiscated and turned into the office by the teacher. The parent may pick up the cell phone at the end of the school day from the office
- 3rd offense- Cell phone is confiscated and turned into the office by the teacher. The parent may pick up the cell phone at the end of the school day from the office. The cell phone will be turned into the office each day by the student upon arrival at school for the remainder of the school year.

School personnel are not responsible/liable for lost, stolen, or damaged electronic devices/cell phones of any kind.

WE RECOMMEND THESE DEVICES STAY AT HOME. IF YOU CHOOSE TO BRING THESE ITEMS, YOU DO SO AT YOUR OWN RISK.

### **CHILD ABUSE AND NEGLECT**

If any school employee has reason to know, suspect, or has had information reported to him/her that a child less than eighteen (18) years of age or any physically or mentally handicapped child under twenty-one (21) years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or other condition of such a nature as to cause the employee to reasonably suspect sexual abuse, abuse of any other nature, or neglect of such a child, the employee shall be obligated to immediately report that knowledge or suspicion to the Children's Services Board and/or the Huber Heights Police Department. If the principal or referring party believes that the child is in serious physical danger upon return home, the police may be contacted for assistance in taking the child home. The purpose of this action is to reduce the possibility of additional abuse prior to Children's Services Board involvement. The school shall cooperate with the Children's Services Board and the Police Department in their investigation of abuse and neglect cases to meet the special needs of the victims and their families.

### **DO NOT BRING TO SCHOOL**

No personal items should be brought to school to avoid loss, damage, injury, or disruption to the school day. *Examples of such items include, but are not limited to:*

Live animals	Skateboards
Radios	Tobacco or paraphernalia
Heelys with wheels	Matches
Electronic games	Alcohol
Pocket knives	Prescription medicine
Baseballs	Over-the-counter medicine
Golf balls (other hard balls)	Scooters
Any illegal controlled substance	Sports Equipment
Playing cards or collectible cards	Toys
Chewing gum	Explosives (including firecrackers)
Candy	Weapons
CDs/DVDs	

### **DRESS CODE**

School dress should enhance a positive image of the students and the District and not threaten the health, welfare, and safety of the members of the student body. Any form of dress or grooming that attracts undue attention, prompting a disruption of the learning environment, is unacceptable. Our buildings are air-conditioned and children will be comfortable in regular school clothes. The following restrictions are designed to ensure children can be comfortable and still be able to work in a productive learning environment.

1. Shorts and skirts are to be long and loose fitting, and near knee-length.
2. We suggest that shorts only be worn during August, September, May, and June. *If the teacher feels your child is not adequately dressed for the weather, he/she may be kept inside.*
3. Spaghetti strap tops, half shirts (any shirt that shows the tummy area), sleeveless, and mesh shirts are not to be worn for any reason.
4. Clothing that promotes alcohol, drugs, and/or tobacco products is not to be worn.
5. Any apparel deemed disruptive to the educational setting is not to be worn.
6. Artificially colored hair that causes a disruption to the educational process is not to be worn to school for any reason.
7. Hats, hoods, and gloves are not to be worn inside the building.
8. Pants or shorts must be pulled up; no sagging permitted.

Failure to follow the dress code may result in a child being sent home or a parent being called to correct the situation.

### **EARLY DISMISSAL**

Students should not leave school property during school hours unless permission is received from the office. If a child is to leave school early, a note written and signed by the parent or guardian should state the time and reason for early dismissal. Every student leaving school before the usual dismissal time must be signed out in the office by a parent or guardian. *If someone other than the parent or guardian is to pick the child up from school, then he or she must be listed on the emergency medical form.*

If school is dismissed early because of inclement weather or for some other unforeseen reason, the information is announced on several radio stations. Please tune in to your TV/radio on bad weather days. See School Closings Due To Inclement Weather for stations. It does not help to call your child's school, as the decision to close school early is not made at the school. **PLEASE MAKE SURE THAT YOUR CHILDREN ARE AWARE OF WHAT THEY ARE TO DO AND WHERE THEY ARE TO GO IF SCHOOL IS DISMISSED EARLY. IF THEY ARE TO GO HOME, MAKE SURE THEY HAVE A HOUSE KEY PINNED TO THE INSIDE OF THEIR BOOK BAG.**

## GENERAL SCHOOL RULES

1. Parents and visiting adults **MUST** report to the office immediately upon entering the building and obtain a pass before proceeding to another location within the building. This is a legal requirement that helps us maintain a safe environment for your children.
2. Walk on sidewalks when entering and exiting the building and/or school grounds.
3. Upon entering or leaving the building, use the designated entrance.
4. Students should report to their room or the breakfast area immediately upon entering the building.
5. When exiting the building students will leave the building with their class.
6. Possession of food or candy at any time except in the lunchroom is prohibited.
  - a. Party and teacher treats are an exception to this rule.
  - b. Gum is not allowed at school.
7. Toys and other personal items from home are not permitted at school.
8. Do not use the gym, office hallway, or library as a walkway unless directed by a teacher.
9. Do not intentionally deface or damage any school property.
10. Passes are required when in the hallways. One child per pass.
11. Follow the directions of all supervising adults.
12. Use good manners at all times.

## GIFTED EDUCATION

Huber Heights City Schools follow the identification criteria set by the State of Ohio in Ohio Revised Code 3324.01-.11 and the Operating Standards for Identifying and Serving Gifted Students. Additional Information on the identification and services for students who are gifted can be found on the District Website.

## GOING HOME A DIFFERENT WAY

Always send a note of explanation when your child's transportation arrangements change. We must be informed of any change in the normal routine. *No child will be permitted to go home a different way unless we have written permission from the parent/guardian of all parties involved, as well as approval from the school.*

## GUIDANCE AND COUNSELING

In our guidance program, we hope to give our students an opportunity to discover themselves, to grow in respect and acceptance of themselves and others, to make responsible choices and decisions, and to take an active part in their development toward mature adulthood. Classroom activities, and small group or individual counseling experiences, are available through our guidance services. If you wish to contact our counselor, you may reach him/her by calling the school office. Conferences may be scheduled as needed to include the student, parent, teacher, counselor, or any combination of home and school personnel.

## HOMEWORK DURING ABSENCES

Homework assignments will be given only for an excused absence. Work may be given to a student starting with the second day of absence. On the second day of absence or after, if you feel that your child is well enough to do work at home, you should call the school before 9 a.m. (CH and WB) or 9:30 a.m. (MO, RU, and VF). Necessary homework will be prepared and available for pick-up between 2–2:30 p.m. (CH and WB) or 2:30–3 p.m. (MO, RU and VF). If work has been assigned, it is extremely important that the student do the work. When a student returns to school he/she will have one day of make-up time per day of absence, up to one week. If there are special circumstances, this time may be extended, with permission of the TEACHER AND/OR PRINCIPAL.

Children will be allowed to stay indoors for one day following an illness at a parent's written request. Any additional days will need to be based on a written medical recommendation from a physician.

## **KEEPING STUDENTS HOME**

In order to protect the health of all of our students, we ask you to keep your child home and consult your physician when the following symptoms are observed:

<i>FEVER</i>	<i>UPSET STOMACH</i>	<i>SORE THROAT</i>	<i>TOOTHACHE</i>
<i>HEADACHE</i>	<i>SWOLLEN GLANDS</i>	<i>EARACHE</i>	<i>INFLAMED EYES</i>
<i>RASH/BREAKING OUT</i>	<i>PERSISTENT COUGHING</i>		

Normally, if a child is too ill for outside play, he/she should not be in school. We will allow a child to stay inside for one day at parents' written request. Any additional days will need to be under a physician's written recommendation. Students who are vomiting or who have a fever above 99.9 degrees should remain home until 24 hours after the last occurrence.

## **LIBRARY**

Students visit the school library once per week. They may check out books at this time. The children should take care of these books and library materials in the same manner as their textbooks, as they are there for all students to enjoy. Students should return their books each week on their library day.

## **LICE**

The Huber Heights City Schools District Head Lice Procedures is based on recommendations from the Ohio Department of Health, Center for Disease Control, American Academy of Pediatrics (AAP), and the National Association of School Nurses (NASN). The procedures are identified below.

When a student is found to have live lice:

- 1) The parent is notified by phone if possible and information related to detection and elimination of head lice can be provided at that time or sent home with the student in a sealed envelope.
- 2) The student is not sent home from school unless the parent desires to pick up the student. Confidentiality must be maintained.
- 3) The parent is instructed that the student must be treated before returning to school.
- 4) When the student returns to school the child's head will be checked in the clinic confidentially. If live lice are found, the student will not return to the classroom. Parents will take their child home and be instructed to remove all live lice before the student can return to school.
- 5) If nits are found, the parent is notified to keep combing them out with a lice comb at least daily for the next two weeks.
- 6) Follow-up head checks may be done by trained school staff to confirm lice management efforts.
- 7) School personnel will record these head checks in DASL as an office visit.
- 8) If live lice are found, the process of notification to parents/guardians begins again.

## **MOVING OUT OF THE DISTRICT**

Please call or stop by the office at least three days prior to the student's last day. A note to the classroom teacher is also essential in order to allow time for the completion of the necessary paperwork. A withdrawal form can only be completed by a parent or legal guardian.

## **MOVING WITHIN THE DISTRICT**

Please contact our office by note or phone to provide us with your new address. Also, please inform the classroom teacher of your plans.

## **NON-CUSTODIAL PARENTS**

The biological parent of a student who no longer has custodial rights of the student may review or may also sign for the release to a third party their child's school records, including cumulative folder, stored data, or other types of documents such as video, microfilm, or audio recordings unless the school records contain a court order forbidding the release of records to this adult. In all cases of requests of this kind, the principal shall request the non-custodial parent to obtain written permission from the custodial parent to permit the school to release all available information to the non-custodial parent.

If the non-custodial parent is unable to obtain such permission from the custodial parent, the principal shall notify the custodial parent that the law will give the non-custodial parent access to his or her child's educational records within forty-five (45) days of the request.

Non-custodial parents will not be afforded staff conferences or parent-teacher conferences, either in person or by telephone, unless there is a court order, which addresses that subject, and it specifically allows the non-custodial parent to attend or be a part of such conferences.

If it is the desire of the custodial parent to "permit" the non-custodial parent the privilege of attending conferences, this fact must be documented in writing and presented to the school by the custodial parent.

## **PARENT NOTES**

Please send notes when:

1. The student is to be dismissed early or excused early during the day.
2. Playing outside is hazardous to a child's physical health (Must have a doctor's note for requests of more than one day).
3. The student is absent (first day back).
4. The student will arrive at school late.
5. The student will be going home a different way (must have school approval).

## **PARENT-TEACHER CONFERENCE**

Individual conferences are scheduled each fall and spring so that teachers and parents may discuss student progress. If parents should desire a conference other than at the regularly scheduled times, please feel free to contact the individual teacher by phone or email.

## **PUBLIC DISPLAYS OF AFFECTION**

Students should always use good judgment to maintain a positive personal and school image. Displaying public affection, like kissing or hugging, is not appropriate at school and can result in disciplinary action.

## **RECESS**

### Indoor Recess Rules

1. Students must stay seated on a chair or the floor away from the classroom door.
2. Students may not do the following:
  - a. Leave the classroom without a pass from a staff member.
  - b. Play ball in the room.
  - c. Yell, scream, or run in the classroom.
3. Students must maintain a low noise level.
4. If the teacher is present in the room for the duration of recess, the teacher has the option to modify the rules as long as he or she is there to supervise the modifications.

### Outdoor Recess Rules

1. Students should go directly out the designated door to the recess area. Once outside, they may not re-enter the building without permission from the duty teacher.
2. No food or drink is to leave the cafeteria without teacher permission.
3. Students should stay in designated recess areas in sight of the teacher.
4. Students must use good manners; fighting, rough play, tackling/slide tackling, and verbal abuse (including teasing and bad language) have no place on the playground.
5. Students are not permitted to run on the playground equipment.
6. Objects on the ground (rocks, sticks, etc.) need to stay on the ground.
7. Students should not climb on the fence.
8. When the signal is given, recess is over. Students will quickly line up and quietly enter the building in a single file line.

### **SAFETY PATROL**

Our Safety Patrol is composed of student volunteers. The Safety Patrol volunteers are there to help other children in crossing streets safely and to help drivers become more aware of student pedestrians. We expect our Safety Patrols to conduct themselves in a responsible and courteous manner and to serve as good examples for others to follow. We urge our walking students to obey the Safety Patrols and to follow the rules of safety. We appreciate the help parents give in teaching their children the rules of safety and showing respect toward the Safety Patrols. We remind you that the Patrols have no legal authority or responsibility, and, therefore, their function is limited to reminding other students of safety rules, and assisting them in observing positive safety habits.

### **SCHOOL FACILITIES**

Students are not to be in the building before arrival time, after dismissal, or on non-student school days unless invited and accompanied by an adult. Children may play on the school grounds one hour after the end of the school day (5 p.m.). The building, grounds, and equipment merit the same kind of consideration and care as that given when a guest in a friend's home. Help us keep our school clean and free of vandalism. We depend on you!

### **SCHOOL HEALTH SERVICES**

The school health assistant will be in our school clinic during the school year. Students in grades K, 1, 3, and 5 will receive a general screening for hearing and vision. A teacher or parent may also make a referral. **IF THE HEARING OR VISION SCREENING RESULTS DEVIATE FROM THE STANDARD ESTABLISHED BY THE COUNTY AND STATE HEALTH DEPARTMENTS, PARENTS WILL BE NOTIFIED.** Health personnel will also check health records and attend to sick or injured children.

Any student suspected or reported to have a communicable disease is examined by a school nurse or public health nurse. Upon the recommendation of the school nurse, the student may be excluded from school. Readmission is dependent upon a decision by a physician, school nurse, or public health nurse.

### **SPECIAL SERVICES**

Special Education programs and related services are available to qualifying students in all buildings. The service providers may be contacted through the individual building or through Special Services at the district administrative offices.

1. School Psychological Services: School Psychologists are available to students, staff, and parents for consultation on educational or behavioral issues. They also provide multifactor evaluations to determine eligibility for special education programs and services. Short-term counseling and crisis intervention are additional services.



2. **Related Services:** For students assessed and found to qualify by State Department of Education standards, services are available at each building, including but not limited to Speech Therapy, Occupational Therapy, Physical Therapy, and Vision and Hearing Services.
3. **Special Education Programs:** Educational services to meet the unique needs of identified disabled students are provided to the extent appropriate in the regular education environment. However, a full continuum of services is available. Huber Heights City Schools also collaborates with Montgomery County to provide additional services and programs.
4. **Home Instruction:** Home Instruction is available for students who are physically or emotionally disabled to the degree that a physician has recommended confinement, either in the hospital or in the home. Parents should inquire about Home Instruction as soon as they know that their child will be out of school for an extended period of time (ten days or more). The tutoring is for a maximum of five hours per week. The tutors are all certified teachers. Home Instruction information and forms can be obtained from Special Services at the District administrative offices.

### **STUDENT BEHAVIOR**

We are pleased to say that our students are generally well-behaved. However, there are occasions when children display inappropriate behavior. We feel students must be responsible for their actions (in relation to their age and development), and those who choose to violate district and school rules, or the Student Code of Conduct, must be prepared to accept the consequences of their actions.

It is our goal to work with children in a positive manner, to help them achieve self-discipline. With your help, we can achieve this goal. We appreciate the help you have given us in the past, and we continue to ask for your support. If a problem should occur involving your child, we will contact you to make you aware of the nature of the problem, and to request your assistance in dealing with the situation. Please continue encouraging your child to follow all school and classroom rules. We expect all students to conduct themselves in a courteous manner and to treat other students and all school personnel with respect and kindness.

### **STUDENT PROGRESS REPORT CARDS**

Report cards for grades K-6 are available online at the end of each nine-week grading period. Paper copies will be sent home at the end of 2nd and 4th quarter.

### **SUPPLIES**

Students should maintain a supply of pencils, paper, crayons, glue, etc. It is the student's responsibility to be prepared daily, with the necessary supplies.

### **VACATIONS**

The Board does not believe that students should be excused from school for vacations or other non-emergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent. Vacation days are counted as unexcused absences from school.

Emergencies or another set of circumstances in which the judgment of the superintendent of schools constitutes good and sufficient cause for absence from school may be excused. Approval is not automatic since various factors may influence a final decision.



## SECTION II: District Operational Policies and Procedures

### ABSENCES

Below is a summary of commonly requested attendance and absence information. For additional information, including absence classifications and our truancy policy, please refer to Section III, [Board Policies JED, JEG, and JEDA](#), and [Ohio Revised Code 3321](#).

**Absence Reporting:** The parent or legal custodian of a student is directed to report to the appropriate school administrator, by telephone or email, that his/her child will be absent for a specified number of hours from school. Notification must occur as early as possible the same day the student is absent from school but no later than one hour after the start of the school day (see table below). The parent/guardian will be notified via broadcast voice call and email about a student's unexcused absence within 120 minutes of the start of the school day. Broadcast voice calls and emails are sent to the parent/guardian's primary contact information listed in FinalForms.

BUILDING	NOTIFY BY	PHONE/EMAIL
Wayne High School	9 a.m.	937-233-6431, wayne.attendance@myhhcs.org
Weisenborn Junior High School	9 a.m.	937-237-6350, wjh.attendance@myhhcs.org
Charles Huber Elementary	9 a.m.	937-237-6375
Monticello Elementary	9:30 a.m.	937-237-6360
Rushmore Elementary	9:30 a.m.	937-237-6365
Valley Forge Elementary	9:30 a.m.	937-237-6380
Wright Brothers Elementary	9 a.m.	937-237-6392
Studebaker Preschool	AM: 10:15 a.m. PM: 2:05 p.m.	937-237-6300 ext. 5

**Return To School After Absence:** Unless the parent emailed an absence notification to the school, a parental note is **required** upon return for documentation purposes. Verification for an absence must be submitted to the attendance secretary within two school days for the absence to be excused. Notes must include full name, dates of absence, reason, a legible parent signature, and if possible, a contact phone number. Failure to provide documentation for an absence will result in the absence remaining unexcused, therefore it will accrue towards truancy. In all cases, parents will want to provide verification of a medical or legal appointment. Absences for these reasons do not count toward truancy hours, but verification is required following the appointment.

**Chronic/Ongoing Medical Conditions:** Students who have a chronic/ongoing medical condition(s) that may result in missing school can request a note from their physician excusing the students' absences when the condition prevents them from attending. This physician's note must be submitted to the attendance office annually. Each time a student returns from an absence due to the medical condition, the parent/guardian must send in a note with the student stating that the student was absent due to the medical condition listed on the doctor's note on file (DNOF).

**Make-Up Work:** Students shall be allowed and are expected to complete make-up work for an absence. For each day absent, the student will receive one day to make up missing work. The student is responsible for requesting make-up work and making any arrangements necessary for the completion of the assigned work.

**Anticipated Absence - Same Day (Leaving Early):** Any student who needs to be excused early for an appropriate reason (doctor's appointment, etc.) should submit a parent's note to the attendance office first thing in the morning the day the student needs to dismiss early.

**Anticipated Absence - Next Day:** If a student wishes to be excused from school for a reason that is known in advance, he/she must bring a note from his/her parent/guardian prior to the day to be excused. This note, which should state the reason for the absence, will be considered by an administrator for his/her decision.

**Student Sign Out:** Permission for a student to leave the school building or grounds when school is in session requires approval from the principal, attendance office, or other person specifically designated to exercise that authority. Requests are not approved without a parent's permission. When a request originates from a person other than the parent(s), the school official in authority will contact a parent to obtain permission. Students and/or parents must sign the sign-out sheet and exit from the attendance office *any time* they leave the building during the school day. *Note: Students are not permitted to leave the building for lunch. During state testing and semester and final exams, students must wait until the exam session is over before they are dismissed.*

**Vacation On School Time:** The Board does not believe that students should be excused from school for vacations or other non-emergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

**College Visit Days (HS Only):** Seniors will receive a total of three (3) college visit days and juniors will receive a total of one (1) college visit day per year. Students must submit verification of their visit from the college/university upon their return to receive an excused absence.

**Student Trips/Other Extenuating Circumstances:** In the event a student is "needed at home" for trips out-of-town, additional college visits, visiting with family, etc., they will be able to use their allotted excused absence hours (65). If the student does not have enough excused hours left to use for the event, then the days will be marked as unexcused.

## ACCIDENT REPORTING

To assure the safety of our students, staff, and visitors, any accident in the school building, on school grounds, at practice sessions, or at athletic events sponsored by the school must be reported immediately to the staff person in charge of the class or activity and the main office. An accident or injury report form should be completed for all occurrences.

## ADMINISTERING MEDICATIONS

Many students are able to attend school regularly only through the effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional, and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensing of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or other licensed to prescribe medication.

3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement that complies with State law and is signed by the physician who prescribed the drug or another person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug unless he/she acts in a manner that would constitute "gross negligence or wanton or reckless misconduct."

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event, or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Students are permitted to carry and use an epinephrine auto-injector (epipen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epipen extends to any activity, event, or program sponsored by the student's school or activity, event, or program in which the school participates. Student possession of an epipen is permitted only if the student has written approval from the prescriber of medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of medication from the parent or student.

### **BULLETIN BOARD AND POSTERS**

Building bulletin boards are for notifying students and teachers of school-related events, activities, and class listings. To have an event or activity posted on the bulletin board, the student or group sponsoring the event should have the announcement or poster approved and initialed by the principal. Approved posters for activities will be placed in display cases or on bulletin boards; no posters will be placed on walls.

### **CHEATING/ACADEMIC DISHONESTY**

Presenting someone else's work as one's own in order to obtain a grade or credit is considered cheating. This includes but is not limited to, copying others' assignments, quizzes, or test answers; plagiarism; or allowing others to copy writing or quiz or test answers. Students who violate this policy will receive zero credit for the assignment or work involved. Repeat offenses will result in further disciplinary actions, up to and including suspension from school and/or expulsion.

### **DELIVERIES**

In order to eliminate disruptions to the educational environment, deliveries for students will not be accepted in school offices or classrooms. Flowers, balloons, food, etc., should be delivered to students' homes.

## CELL PHONES AND OTHER ELECTRONIC DEVICES

Below is a summary of the District’s “Use of Electronic Communications Equipment by Students” policy. For additional information, including examples of specific violations and possible consequences, please refer to Section III.

In general, students are expected to refrain from using mobile devices during the school day. Student cell phones and/or any other electronic communication devices, including wearable devices using cellular data and headphones, should not be visible, turned on, or operational during regular school hours unless approved by the building administrator or classroom teacher.

Students who use cell phones or other electronic devices for inappropriate behavior may be subject to suspension and possible recommendation for expulsion. Students are expected to follow the District’s *Acceptable Use Policy* at all times. Cell phones or electronic devices may be confiscated, examined, and viewed during the course of an investigation. When necessary, legal authorities may be involved.

**Parents:** We request that you DO NOT call or text student cell phones during the school day. To contact a student during the school day, please call the main office. The office will forward a message or have the student return your phone call in the case of an emergency.

## EMERGENCIES AND DRILLS

For student safety and in accordance with state law, Rapid Dismissal (Fire), Tornado, and School Safety drills will be held periodically during the school year. Instructions for clearing the buildings are posted in each room, and teachers will go over the particulars with students. In case of any type of emergency situation, such as a power outage, students are expected to follow all directions given by any staff member. In general, students should remain in the classroom during any emergency and wait for further directions.

## FEES, FINES, AND CHARGES

When school property, equipment, or supplies are damaged, lost, or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

Grades and credits are not made available to any student, graduate, or to anyone requesting the same information on his/her behalf until all fees and fines for that student have been paid in full, except where required by State law. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

**Technology Recovery Process for Loss and Damages:** All computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines could result in the revocation of the user’s access privilege. If loss or damage occurs, students and their parents or guardians agree to any applicable charges outlined below. The charges are intended to promote good habits and responsible handling of HHCS-issued devices. Devices reported as stolen outside of school require that parents notify the police and send an official police report to their school administration. The replacement fees are as follows:

DEVICE TYPE	COMPLETE REPLACEMENT COST	DEVICE TYPE	COMPLETE REPLACEMENT COST
Chromebook	\$246	Tablet Charger	\$25
Tablet	\$246	HotSpot	\$216
Chromebook Charger	\$54	HotSpot Charger	\$25

**First incident:**

- No charge for accidental damage to device; letter to parents.
- Full price of repair or replacement for an intentionally damaged or lost device; a parent/guardian meeting with an administrator is required.
- No charge for stolen device, provided a police report has been filed; a parent/guardian meeting with an administrator is required.
- Charge for full replacement value of a lost, stolen, or damaged AC adapter.

**Second and subsequent incidents:**

- Accidental damage will be evaluated on a case-by-case basis.
- Full price of repair or replacement for an intentionally damaged or lost device; a parent/guardian meeting with an administrator is required.
- No charge for stolen device, provided a police report has been filed; a parent/guardian meeting with an administrator is required.
- Multiple incidents of damage may result in the student's loss of the right to take home the device.
- Charge for full replacement value of a lost, stolen, or damaged AC adapter.

**FINALFORMS/CHANGING CONTACT INFORMATION**

Our district utilizes [FinalForms](#) for both new student enrollment and annual student update forms, including contact information, emergency health information, technology use agreements, media releases, and more. Parents are required to log into [FinalForms](#) on an annual basis and electronically sign their student(s) formset. If a student's formset is not fully signed by the start of the current school year, the district has the authorization to withhold certain privileges of the student, such as assignment of a Chromebook/tablet, access to Google for Education, transportation, athletic participation, and more. *Note: Junior High and High School students must also log in to [FinalForms](#) on an annual basis using their school account and electronically sign the technology use agreement and student handbook forms.*

Additionally, parents can use [FinalForms](#) to update student information when there are changes in phone numbers, email addresses, street addresses, custody/guardianship, emergency contacts, etc. For questions regarding [FinalForms](#) or to receive direct assistance in submitting your student's formset, contact your student's building and ask for the building secretary or registrar.

**Media Release:** At various times throughout the school year, photographs, recordings, and videotapes of students in the Huber Heights City Schools may be taken by the school district or by organizations authorized by the school district for educational and promotional purposes. The release of photographs, recordings, or videotapes for commercial gain, however, will not be authorized by the Huber Heights City Schools. If you do not consent to the presence of your child in photographs, recordings, and/or videotapes used by the Huber Heights City School District for educational and promotional purposes, please select that you do not give consent for media release in FinalForms. By selecting that you do not give consent, you are indicating that you do not want your child's picture to appear in school annuals or yearbooks, in group pictures of students receiving special awards, or for your child to appear in school programs that may be photographed or videotaped. You are also indicating that your child may not appear in district publications including newsletters and on the website and/or school programs which may be photographed or videotaped for rebroadcast on the district's TV channel. If you do give consent, you are releasing the district from any privacy, defamation, or other claims that may arise as a result of the exhibition, publication, or promotional efforts on the Huber Heights City Schools.

**STUDENT RESPONSIBILITIES, CONDUCT, AND DISCIPLINE**

Each school year, students and parents receive written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. This information is shared throughout this document, on FinalForms, and on our website.

**Student Responsibilities:** District rules, regulations, and procedures are designed to allow students to be educated in a safe and orderly environment. Students are expected to follow any staff member's directions and obey all rules. The staff and faculty expect the students to arrive at school prepared to learn. It is each student's responsibility to arrive on time and to be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from his or her administrator.

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

**Student Discipline:** Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Board delegates to school officials the authority to enforce District policies, regulations, and school rules governing student conduct.

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. The Board believes that the teacher-student relationship in the classroom, in building common areas, and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the person in authority at all times in the classroom, hallways, buildings, school grounds, and at school-related events.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take steps that he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal. A student's failure to comply with the requirements for conduct outlined in the District handbook may result in the student being disciplined. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, he/she may be subject to a verbal or written warning or reprimand, referral to a guidance counselor, parental contact or conference, detention, in-school suspension, community service, emergency removal, referral to law enforcement agencies, out-of-school suspension, or expulsion. Discipline is always administered in a reasonable manner.

The administration also cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances. A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property, or at a school activity, event, or program.

For specific information regarding student discipline, including Board policies, discipline codes and definitions, appeals, privacy rights, and due process, please refer to Section III: Student Discipline.

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

Conduct expectations, as outlined in all sections of this handbook, are in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, while on school buses or property under the control of school authorities, or while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, the scope of jurisdiction includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property, is reasonably related to the health, safety, and welfare of students; or is such conduct that would unreasonably interrupt the education process; and
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

The Miami Valley CTC is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary actions based upon the handbook of both Wayne High School and the MVCTC. Consequently, conduct and/or involvement in any disciplinary action by one school may be grounds for similar discipline by the other school.

### **FREE AND REDUCED LUNCH APPLICATIONS**

The District uses the USDA's Lunch Application to determine student and family eligibility for free and reduced-price meals. This application is also used to determine if students are eligible for their school fees to be waived. We encourage all families who believe they may qualify to visit [www.lunchapplication.com](http://www.lunchapplication.com) and submit one application per family to determine what financial assistance your student(s) may be eligible for.

### **INCLEMENT WEATHER**

The decision to delay or close school is made only after the consideration of numerous factors, with the safety of students remaining our highest priority. Every effort is made to post delays or closings on the district website, district social media, and local TV stations (WHIO, WDTN, and Dayton 24/7 Now) no later than 6:00 a.m. the day of. Parents will also be notified via voice call, text, and/or email from the district's broadcast messaging system. Parents are responsible for keeping their phone numbers and emails up to date in FinalForms so that they can receive these communications.

There may be an occasion when weather conditions deteriorate and it is in the best interest of student safety to dismiss early. We realize that, in homes where both parents are gone during the day, this may cause an inconvenience; therefore, we urge all parents to instruct their children as to what to do in the event of an early dismissal.

### **LOST AND FOUND**

The school cannot be responsible for lost items. Students are urged to use caution with personal items. Items found will be forwarded to lost and found. Students should check this area, as well as the main office on a regular basis, as items not collected will be donated to Goodwill.

### **SELLING AND SOLICITATION**

No student may sell items whose sales are not approved by the administration.

### **SCHOOL RESOURCE OFFICERS (SROs)**

Huber Heights City Schools has entered into cooperative agreements with the Huber Heights Police Division to provide School Resource Officers (SROs) in our buildings. School and law enforcement officials have developed a beneficial, cooperative working relationship to enhance school safety. SROs are in the school to assure the peaceful operation of school-related activities. The SROs are, first and foremost, police officers and must fairly and consistently enforce the laws of the City of Huber Heights and the State of Ohio. The SROs work closely with the security department as well as building and district administration. The net effect is a safer school environment for all students.



### **STUDENT GRIEVANCES**

Student complaints regarding other students or staff members are to be made in an ethical manner. The student shall first discuss the grievance informally with the person(s) concerned. Discussion may continue with an assistant principal. The person(s) named in the grievance may be included in this discussion. It is expected that most student grievances will be resolved directly with the person(s) involved. Students may choose to talk with a guidance counselor if the matter involves a personality conflict or interpersonal relationship problem rather than a grievance.

### **UNAUTHORIZED DOOR OPENING**

Students are not permitted to open an exterior door for visitors or current students. Students should report all attempts of unauthorized entry to an administrator. Students who violate this policy are subject to disciplinary action.

### **USE OF OFFICE/CLASSROOM PHONES**

Office and classroom telephones are to be used for school business and emergency calls only. Students are not permitted to leave class or study halls to make personal phone calls during the school day.

### **VISITORS TO SCHOOL**

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing. Visits should be scheduled with the teacher, in advance, to avoid any unnecessary disruption to classroom instruction or activities.

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit.

### **VOLUNTEERS**

Our district is proud of all the parents and friends who have become involved in our programs and daily activities. Volunteers can be found working in the libraries, classrooms, or offices. Anyone who is interested in becoming an active volunteer is encouraged to phone the office or drop by their student's building and ask about becoming involved. Often, one half-day a week is of tremendous value to building staff. Please do not hesitate to offer whatever time you may have.



## SECTION III: Board of Education Discipline Handbook

The following information applies to all students and buildings in the Huber Heights City School District.

### BOARD POLICIES

Board Policies for the Huber Heights City School District can be found in their entirety on Board Docs: <https://go.boarddocs.com/oh/huhe/Board.nsf/Public#>.

### STUDENT ATTENDANCE IN SCHOOL, GRADES K-12

Regular attendance in school is in the personal interest of students and their parents and in the professional interest of educators in the school system. A student cannot gain full benefit from the academic, social, physical, and vocational education opportunities provided if his/her attendance is sporadic. Such students risk grade retention and/or failure to graduate from school.

The laws of Ohio require that school attendance shall be compulsory between the ages of six and eighteen. Kindergarten attendance is considered essential. Students, parents/guardians/custodians, and school officials have a legal obligation to abide by and enforce the state attendance laws. The primary responsibility for regular school attendance rests with parents. Teachers and administrators will use all possible means to communicate with, counsel, and impress upon parents/guardians/custodians (using civil authorities when necessary) their legal obligation to assure that their children attend school and classes regularly.

The parent or legal custodian of a student is directed to report to the appropriate school administrator, by telephone or otherwise, that his/her child will be absent for a specified number of hours from school. Notification must occur as early as possible the same day the student is absent from school but no later than one hour after the start of the school day. The parent/guardian will be notified about a student's unexcused absence within 120 minutes of the start of the school day through an automated telephone call.

**Absence Codes:** Absences are coded in our Student Information System as follows:

CODE	EXPLANATION
E	Excused absence up to 65 hours with a legitimate reason for absence. After a student reaches 65 total absence hours (combined excused/unexcused), additional documentation/verification/information may be required.
U	Unexcused absence; applies when a parent does not provide a note identifying the legitimate reason for an absence; applies once the student has reached a total of 65 absence hours and either additional documentation was not provided or the documentation was reviewed and determined to be illegitimate.

**Classification of Student Absences from School:** A student may be legally absent from school or classes, in accordance with [Ohio Revised Code 3321.04](#), for the following reasons:

- A. Personal illness of the student
- B. Illness in the student's family necessitating the presence of the child
- C. Needed at home to perform necessary work directly and exclusively for parents/guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only)
- D. Death in the family (applies to absences of up to 18 school hours unless reasonable cause may be shown for a longer absence)
- E. Quarantine for contagious disease
- F. Observance of religious holidays consistent with a student's truly held religious belief

- G. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours)
- H. College visitation
- I. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- J. Absences due to a student being homeless or
- K. As determined by the Superintendent.

**Make-Up Work:** Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness. Students have the same number of days to make up the work as they were absent.

**Vacations:** The Board does not believe that students should be excused from school for vacations or other non-emergency trips. The responsibility for such absences resides with the parent(s)/guardians/custodians, and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

**Habitual Absences and Truancy:** The attendance office provides notice to the parent of a student who is absent *with or without excuse* for 38 or more hours in a school month or 65 or more hours in a school year.

When absences surpass the threshold for a habitual truant, (any student who is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year) the student is assigned an absence intervention team. At the time of notice, the District may take any appropriate action as outlined in [Board Policy JEDA](#) as an intervention strategy. The plan includes, at a minimum, a statement the District will file a complaint in juvenile court no later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress.

The Board also authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours or a total of at least 90 hours during a semester or term.

**Student Activities:** Students are required to be in attendance the entire school day in order to participate in extracurricular activities (athletics/band/clubs etc.) unless pre-arranged with administration or a doctor's note is provided.

## **STUDENT AND PARENT RESPONSIBILITIES**

It is the mission of Huber Heights City Schools to assist our parents and the community in educating their children in order for them to become functioning members of our democracy. Providing a safe and effective learning environment within our schools requires dedication and cooperation among the parents/guardians, students, teachers, staff, and administrators. The following are responsibilities designed to establish and foster a positive learning climate within our schools.

Parents should:

- A. Insist that their children treat school staff members with courtesy and respect.
- B. Teach their children socially acceptable standards of behavior.
- C. Teach their children to be accountable for their own actions.
- D. Develop a positive self-concept in their children.
- E. Assure that their children attend school regularly and arrive on time.

- F. Explain proper safety rules and monitor their children's conduct while in transit to and from school.
- G. Assure that their children arrive to school and home from school within a reasonable time.
- H. Require that their children do homework regularly and check its quality and completeness.
- I. Assure that their children are adequately fed before and after school.
- J. Assure that their children are home at a reasonable evening hour and get sufficient sleep.
- K. Assure that their children maintain good personal cleanliness habits.
- L. Respond to communications from school officials and attend conferences with the principal upon request.
- M. Review with interest and concern students' report cards and other progress reports from school officials.
- N. Attend back-to-school events, teacher conferences, and other meetings and activities provided by the school to effect good home-school communications.
- O. Assure that their children will maintain the school as an environment that is free from violence, weapons, and drugs.
- P. Support principals and teachers in the interpretation of school system discipline policies and regulations and in the enforcement of student conduct and citizenship standards by school building personnel.

Students should:

- A. Be prepared for classroom instruction.
- B. Develop positive attitudes toward learning and school citizenship.
- C. Demonstrate respect and courtesy towards students, teachers, administrators, and other school employees.
- D. Follow the established classroom and school rules.
- E. Develop self-discipline.
- F. Never disrupt the learning process for other students.
- G. Never respond in a violent manner at school.
- H. Maintain school as a place free of weapons and drugs.

### **STUDENT CODE OF CONDUCT ([Board Policy JFC](#))**

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" for violent, disruptive, harassing, intimidating, bullying, or any other inappropriate behavior by its students. Furthermore, no student shall place him or herself in a position to aid, abet, facilitate, encourage, allow, or in any manner to actively or passively assist another student in violating any school rule. The prohibition of this section includes but is not limited to, serving as a "lookout" for a student engaged in misconduct. In addition to the foregoing, students shall also have an affirmative duty to report another student who he or she knows has violated, is violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy) or any illegal prescription or counterfeit drug. In administering discipline under this Section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action.

The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs. If a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property, or at a school activity, event, or program.

The Superintendent is also authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters that might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student, and/or the intent of the perpetrator.

Each school year, students and parents receive written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. This information is shared throughout this document, on FinalForms, and on our website.

## **STUDENT DISCIPLINE**

The following pages contain three tables that outline the Huber Heights City School District Board of Education's disciplinary codes and definitions, types of discipline, and guidelines for administering discipline.

Any violation of the following disciplinary codes listed on pages 29 - 35 is subject to the disciplinary actions listed on pages 36-37. Administrators will have discretionary authority in determining final consequences.

**TABLE 1: DISCIPLINARY CODES AND DEFINITIONS**

EMIS Code	Offense Title	DEW Definition	BOE Definition	DEW or BOE
01	<b>Tuancy</b>	Tuancy is an unexcused absence from school.	No student shall fail to comply with state attendance laws, including, but not limited to, truancy from a specific class and tardiness to school in general or to a specific class. No student shall fail to attend a properly assigned detention or Thursday/Friday School unless excused by an appropriate staff member. No student shall leave school property or assigned educational location once he/she has come under the supervision of a school employee prior to specified dismissal times without official permission. This includes skipping class.	DEW
03	<b>Fighting and/or Violence</b>	Fighting/Violence is mutual participation in an incident involving physical violence.	No student shall attempt to cause or threaten physical injury or physical imposition or behave in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow student, or any other person.	DEW
04	<b>Vandalism - Damage to School or Personal Property</b>	Vandalism is the willful destruction or defacement of school or personal property.	No student shall attempt to cause damage to school property, including defacing. No student shall attempt to cause damage to private property, including that of other students, teachers, administrators, or other school employees. This includes arson, attempting to set fire to or damaging any school building or property, or other unauthorized use of fire.	DEW
05	<b>Theft or Stealing Personal or School Property</b>	Theft is the unlawful taking of property belonging to another person.	No student shall steal or knowingly be in possession of stolen school property. No student shall attempt to steal or knowingly be in possession of stolen private property. This also includes copyright infringement and the corruption and/or deletion of electronic data.	DEW
05 (a)	<b>Theft and/or Forgery of Records</b>	Theft is the unlawful taking of property belonging to another person.	No student shall remove any student record from its official place of deposit without permission of the record custodian or shall inspect, alter, change, transmit, or copy any unauthorized academic information or materials in any format. No student shall forge any school-related documents.	BOE
06	<b>Use, Possession, Sale, or Distribution of a Firearm</b>	A firearm is any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-a-likes should not be reported with this option.	No student shall knowingly possess any weapon, (including a starter gun) that is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous 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 device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.	DEW
07	<b>Use, Possession, Sale, or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary, or Poison Gas</b>	A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length (18 U.S.C. section 930).	No student shall knowingly possess any weapon, (including a starter gun) that is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous 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 device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.	DEW

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08	<b>Use, Possession, Sale, or Distribution of Any Explosive, Incendiary, or Poison Gas</b>	Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.	No student shall knowingly possess any weapon, (including a starter gun) that is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous 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 device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.	DEW
09	<b>Use, Possession, Sale, or Distribution of Tobacco Products</b>	The use, possession, sale, or distribution of tobacco products on school property or at a school-related function is prohibited. This includes smokeless tobacco.	Tobacco is defined to include any lighted or unlighted cigarettes and any other cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic cigarettes, and any other smoking product, and spit tobacco, also known as smokeless dip, chew, and snuff in any form. No student is permitted to smoke, inhale, dip, or chew tobacco at any time, including non-school hours in any building, facility, or vehicle leased or owned, rented, or chartered by the District or on school grounds, athletic facilities, or parking lots. No student is permitted to smoke, inhale, dip, or chew tobacco at any time, including non-school hours, at any school-sponsored event off campus. Additionally, no student is permitted to possess cigarettes, other tobacco products, papers used to roll cigarettes, lighters, or other paraphernalia at any time.	DEW
10	<b>Use, Possession, Sale, or Distribution of Intoxicating Alcoholic Beverages</b>	The use, possession, sale, or distribution of tobacco products on school property or at a school-related function is prohibited. This includes smokeless tobacco.	No student shall possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs, counterfeit drugs, or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products, betel nut, and drug paraphernalia.	DEW
11	<b>Use, Possession, Sale, or Distribution of Drugs Other Than Tobacco or Alcohol</b>	Use, possession, sale, or distribution of any controlled drug other than prescription medication that has been administered in accordance with the district's policies.	No student shall possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs, counterfeit or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products, betel nut, and drug paraphernalia.	DEW

14	<b>False Alarms and/or Bomb Threat</b>	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.	No student shall initiate a false fire alarm or wrongfully discharge any other alarm system.	DEW
18	<b>Disobedient and/or Disruptive Behavior</b>	Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).	<p>No student, by use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, or any other misconduct, shall cause the disruption or obstruction of any lawful mission, process, or function of the school or cause other students to engage in such conduct. The following acts are prohibited:</p> <ol style="list-style-type: none"> <li>1. Continuously and/or intentionally creating noise or acting in any manner so as to interfere with a teacher's ability to conduct his/her class.</li> <li>2. Causing electrical and/or heating systems to malfunction.</li> <li>3. Trespassing.</li> <li>4. Engaging in sexual acts or conduct on school premises.</li> <li>5. Falsifying information given to a school authority.</li> <li>6. Refusal to acknowledge/accept any properly administered discipline.</li> <li>7. Unauthorized use of an electronic communication device, cell phone, or any object that resembles such devices or is represented to be one of these devices. Such items are not to be visible, turned on, or operational during regular school hours unless approved by the teacher and/or administrator.</li> <li>8. Possession or distribution of materials found to be objectionable to a majority of the community due to its pornographic, obscene, or libelous content.</li> <li>9. Posting or distributing materials on school property without the permission of the proper authority.</li> <li>10. Remaining on school property for more than twenty (20) minutes after the completion of the regular school day, or the school activity in which the student was a participant, without the permission of a staff member.</li> <li>11. Spitting, urinating, or defecating in an inappropriate location or appliance not designed for such activity.</li> <li>12. Inappropriate use of fire or safety equipment.</li> <li>13. Dishonesty, including, but not limited to, cheating, lying, or deceit in both the academic and non-academic context</li> <li>14. Chronic/multiple infractions of school rules and regulations.</li> <li>15. Inappropriate eating/drinking</li> </ol>	DEW

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18 (a)	<b>Horseplay</b>	Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).	Any physical contact, or verbal statements by and/or between a student and any other student, employee, or other party which the student knows or reasonably should know may result in a fight or other physical altercation and the unauthorized throwing of any object, including snowballs.	BOE
18 (b)	<b>Failure to Obey</b>	Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).	No student shall fail to comply with any lawful instructions or requests of teachers, student teachers, substitute teachers, security personnel, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of such school personnel. No student eligible for bus transportation shall fail to comply with school bus regulations or fail to obey the directions of the bus driver or other supervision personnel, including chaperones.	BOE
18 (c)	<b>Dress Code Violation</b>	Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).	Dress and grooming standards require cleanliness in the interest of health, sanitary conditions, and safety requirements. When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students. Dress and grooming are not such as to disrupt the teaching/learning process.	BOE
18 (d)	<b>Inappropriate Use of Technology or Electronic Device</b>	Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).	No student shall violate the district's technology use agreement (AUP) or Use of Electronic Communications policies. This includes unauthorized use of an electronic communication device, cell phone, or any object that resembles such devices or is represented to be one of these devices. Such items are not to be visible, turned on, or operational during regular school hours unless approved by the teacher and/or administrator.	
18 (e)	<b>Gambling</b>	Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).	No student shall participate in gambling of any kind or be in possession of any gambling devices.	BOE



18 (f)	<b>Student Activities</b>	Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).	No student shall violate the rules or regulations of, or misappropriate funds from, any school activities.	BOE
18 (g)	<b>Traffic and Parking</b>	Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).	No student shall park on school property without the appropriate parking sticker for any purpose. Parking space is limited; therefore, rules are promulgated to permit maximum utilization of space and safe traffic flow and provide for appropriate fire lanes.	BOE
18 (h)	<b>Loitering</b>	Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).	<p>Loitering means remaining idle in essentially one location, and it includes the concept of walking around aimlessly. No student shall loiter on any school property, including school halls, restrooms, parking lots, athletic fields, etc., in such a manner as to do any of the following:</p> <ol style="list-style-type: none"> <li>1. Occupying any school building, school grounds, or part thereof, to deprive others of its use.</li> <li>2. Blocking the entrance or exit of any school building, or corridor or room therein, to deprive others of lawful access to and from, or use of, the building or corridor or room.</li> <li>3. Preventing or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school premises.</li> <li>4. Creating or causing to be created a danger or a disruption to the proper operation of the school and its programs.</li> <li>5. Creating or causing to be created any disturbance or annoyance to the comfort of another person.</li> <li>6. Obstructing the free passage of pedestrians or vehicles.</li> <li>7. Obstructing, molesting, or interfering with any persons properly conducting themselves.</li> </ol>	BOE

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18 (i)	<b>Physical Aggression - Other</b>	Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).	Any physical contact by and/or between a student and any other student, employee, or other party that the student knows or reasonably should know is disorderly and may entice a physical altercation. This includes any unwanted physical contact that is not sexual in nature.	BOE
18 (j)	<b>Other</b>	Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).	No student shall fail to comply with school rules and regulations properly established for the efficient operation of the school. No student shall commit an act in violation of the Ohio Criminal Law, Ohio Traffic Code, or the Ohio Juvenile Code.	BOE
19	<b>Harassment and/or Intimidation (Abuse of Another)</b>	Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm).	No student shall use or direct to, or about, a school employee or student such words, phrases, or actions that are considered to be slanderous, disrespectful, or degrading in nature and/or words or phrases that are racial slurs, obscene, or profane. Profanity is defined as that which would be perceived by a reasonable person as cursing, swearing, obscene, vulgar, abusive, disrespectful, and in general language considered to be in poor taste. This shall include the making of unsolicited remarks of an offensive nature which annoy or disturb the person or persons to whom, or in whose hearing, they are made.	DEW (BOE)
19 (c)	<b>Hazing</b>	Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm).	No student or student organization shall cause or participate in hazing. Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates substantial risk of causing mental or physical harm to any person	BOE

19 (b)	<b>Gang Activity</b>	Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm).	<p>No student shall wear, carry, or display gang paraphernalia or exhibit behaviors or gestures that symbolize gang membership or cause and/or participate in activities that intimidate or affect the attendance of another student. This includes all forms and instruments of harassment and bullying, including electronic communication devices.</p> <p>The Board believes gangs or gang activity create an atmosphere where violations of policies, regulations, and State laws may occur. Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment are not tolerated by the District.</p> <p>Incidents on District property or at school-sponsored activities involving initiations, hazing, intimidations, and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm are prohibited.</p>	BOE
20	<b>Firearm Look-Alikes</b>	Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring-loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns).		DEW
21	<b>Unwelcome Sexual Conduct</b>	Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity)		DEW
22	<b>Serious Bodily Injury</b>	An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. § 1365(3)(h)).		DEW

**TABLE 2: TYPES OF DISCIPLINE TO CORRECT STUDENT CONDUCT**

Type of Discipline	Definition
<b>Denial of School Privileges</b>	Students at any grade level may be denied school privileges by the principal or his/her designee. Such privileges may include but are not limited to the following: recess, eating with friends in the cafeteria, movement in a classroom normally permitted students who exhibit good citizenship, moving freely in non-classroom areas of the school, attending school assemblies and co-curricular/extracurricular events, etc. Special educational events may also be denied.
<b>School Detention</b>	Students at grade levels K-12 may be kept either before or after school, at the discretion of teachers and with approval of the principal, for classroom or school misconduct. Students shall be given one-day advance notice by the detaining teacher and are responsible for informing their parents. Any parent/guardian/ custodian who does not wish a student to be disciplined by school detention may choose a one-day suspension as an alternative. Students who ride the school bus to and from school are subject to the same detention guidelines as those students who walk or otherwise commute to school. It is the parent/guardian/custodian's responsibility to provide transportation for before-school or after-school detention.
<b>Probationary Status</b>	Any student in grades K-12 may be placed by the principal on probationary status through the end of a current marking period or semester for repeated misconduct. Such a student may be required to follow an individualized behavior plan or contract. The parent/guardian/custodian shall be notified in writing when a student is placed on probation, and they should be informed of the cause(s) and conditions of the probation.
<b>In-School Suspension</b>	Upon decision by the building principal or his/her designee, a student may be removed from classes and school activities and assigned to ISS within the school building for not more than ten (10) consecutive days at any time. No later than the first day of such assignment to ISS, the parent/guardian/custodian shall be notified by the principal via phone call or letter. In-School suspensions are to be served in a supervised learning environment.
<b>Thursday/Friday School</b>	A student may be required by a principal to attend a Thursday/Friday School. Additional details about Thursday/Friday school can be found in the Wayne High School and Weisenborn Junior High handbooks, respectively.
<b>Out-of-School Suspension</b>	<p>The Superintendent, principals, assistant principals, and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. No period of suspension is for more than 10 school days.</p> <p>If at the time the suspension is imposed, fewer than 10 days remain in the school year, the superintendent may require the student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension.</p> <p>Students in grades pre-K through 3 may be suspended when necessary to protect the student's immediate health and safety, fellow classmates, classroom staff and teachers, or other school employees, and when the offense for which the suspension is authorized by law.</p> <p>The District permits students to complete any classroom assignments missed due to suspensions. Students will receive at least partial credit upon completion of any assignment missed due to suspension. Students will not receive a failing grade on completed assignments solely due to the student's suspension.</p> <p>Students who are required to serve a suspension of five or less days will have the same number of days to complete make-up work following the return to school. Make-up work not completed during the allotted time will be recorded as a zero.</p> <p>Suspensions beyond five days will require the student to make arrangements with the teacher(s) for making up work missed within one week (5 school days) after returning to school.</p> <p>Failure to complete make-up work within the allotted time will result in a failing grade for those assignments, tests, or other work. Work submitted within the time allowed will be graded on the same basis as other work.</p> <p>The make-up assignments may not and need not be exactly what the student missed (this is at the discretion of the teacher). The make-up assignment will be similar to assignments assigned during the suspension.</p> <p>Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to suspending a student in grades pre-K through 3.</p>

<b>Emergency Removal</b>	If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal, or personnel employed to direct, supervise, or coach a student activity program may remove the student from the premises. Students in grades pre-K through 3 may only be removed for the remainder of the school day and must be permitted to return the following school day.
<b>Expulsion</b>	<p>At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the Student Code of Conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. A student cannot be expelled or removed from school solely because of unexcused absences.</p> <p>Students in grades pre-K through 3 may be expelled when necessary to protect the student's immediate health and safety, fellow classmates, classroom staff and teachers, or other school employees, and when the offense for which the expulsion is authorized by law.</p> <p>Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through 3.</p> <p>The Superintendent may require a student to perform community service in conjunction with or in place of an 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 expulsion into the following school year.</p> <p>Permanent Exclusion: If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.</p>
<b>Juvenile Court</b>	Any violation of the Student Code of Conduct which is also a violation of the laws of the State of Ohio or the City of Huber Heights, such as attendance, may also be referred to Juvenile Court for appropriate action.

**TABLE 3: GUIDELINES FOR ADMINISTERING DISCIPLINE**

Note: Any violation of the school rule which is also a violation of a criminal law may necessitate the involvement of the police and/or fire department.

Offense	Guidelines
<b>Vandalism</b>	Any student found guilty of any form of vandalism or defacement of school property may be subject to suspension or expulsion. Parents/guardians/custodians are liable up to the amount provided by law for the willful destruction of property by a minor in their custody or control. The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.
<b>Alcohol and Drug Abuse by Students</b>	<p>No student shall possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, betel nut, tobacco and tobacco products, and drug paraphernalia.</p> <p>Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages. Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation. A reduction in penalty may be considered if the student receives professional assistance.</p>
<b>Setting Fires</b>	The Board of Education regards a student who ignites a fire or incendiary device in a school building as a menace to the health and welfare of the entire community of the school. Any student who ignites or attempts to ignite a fire on or about school property or at any school activity (e.g., locker, lavatory, classroom, non-classroom area of school property, or school bus/vehicle), without permission or authorization of school personnel, may be suspended and/or expelled from school. In addition, school officials may refer the case to police and/or fire authorities.
<b>Bomb Scares and False Alarms</b>	Any student who communicates to the school a false bomb scare, or intentionally initiates a false fire alarm, may be assigned after-school detention, in-school suspension, out-of-school suspension, and/or expelled from school. School officials shall promptly notify the parent/guardian/custodian and may refer the case to police and/or fire authorities.
<b>Weapons and Dangerous Instruments</b>	<p>Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person. The Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.</p> <p>The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity, or on a school vehicle if both of the following apply:</p> <ol style="list-style-type: none"> <li>1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.</li> <li>2. The person indicates that he/she possesses the object and that it is a firearm or the person knowingly displays or brandishes the object and indicates that it is a firearm.</li> </ol> <p>A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event, or other school-sponsored activity. A student suspended, expelled, removed, or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county juvenile judge and registrar of motor vehicles within two weeks of the suspension, expulsion, or permanent exclusion.</p>

<p><b>Physical Assaults</b></p>	<p>Any student who causes or attempts to cause or threatens physical injury or physical imposition, or behaves in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow student, or any other person, may be assigned after-school detention, in-school suspension, out-of-school suspension, or expelled from school, depending upon the seriousness of the situation. School officials shall notify the parent/guardian/custodian and contact the police if the situation warrants it.</p> <p>A student sixteen years of age or older who is either convicted in criminal court or adjudicated as delinquent by a juvenile court of aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition, or felonious sexual penetration may be permanently excluded from school by the State Superintendent of Instruction.</p>
<p><b>Legal Drugs</b></p>	<p>Students are not to be in the possession of any prescription or legal non-prescription drug on school property, at school activities, or under the supervision of the school's authority without permission of an appropriate school staff member.</p> <ol style="list-style-type: none"> <li>1. Prescription Drugs       <ol style="list-style-type: none"> <li>a. A student in possession of a prescription drug that is prescribed for the student, and there is no evidence that the student is distributing it to others, inappropriately displaying it, or representing it as an illegal drug, will have the medication confiscated, parents notified, and be assigned a Thursday/Friday Session for the first violation. Repeat violations will result in suspension and possible expulsion.</li> <li>b. The sale, distribution, or misrepresentation of a prescribed medication is treated like an illegal substance.</li> </ol> </li> <li>2. Non-prescription drugs that are not illegal for the student to purchase or possess.       <ol style="list-style-type: none"> <li>a. A student in possession of a non-prescription drug that is not illegal for the student to purchase, possess, or use, and there is no evidence that the student is distributing, displaying, or representing it as an illegal drug to others, will have the drug confiscated and be assigned a Thursday/Friday Session. Repeat violations will result in suspension and possible expulsion.</li> <li>b. A student who distributes or attempts to distribute a legal non-prescription substance to others as a legal drug or substance will be suspended from school.</li> <li>c. A student who possesses, transmits, or distributes a legal non-prescription substance by misrepresenting it as a prescription or illegal substance will be suspended and recommended for expulsion.</li> </ol> </li> </ol>

<p><b>Use of Technology and Electronic Communications Equipment</b></p>	<p>Students may be allowed to possess other electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are used in compliance with building regulations. The District assumes no liability if devices are broken, lost, or stolen. Student cell phones or other electronic communication devices will not be visible, turned on, or operational during regular school hours unless approved by the teacher and/or administrator. Electronic communication devices may not be used:</p> <ol style="list-style-type: none"><li>1. In any way that violates or attempts to violate the Student Code of Conduct.</li><li>2. To capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.</li><li>3. To receive test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.</li><li>4. To capture, record, or transmit the words and/or images of any staff member or student for non-academic purposes without prior notice and expressed consent to do so.</li><li>5. To access any internet source other than those directed by school staff.</li></ol> <p>Students shall not:</p> <ol style="list-style-type: none"><li>1. Bypass, or attempt to bypass, the network filters that are applied to the internet gateway connectivity.</li><li>2. Bring on school grounds, viruses, or program designed to damage, alter, destroy, or provide access to unauthorized data or information or engage in any other activity to infect, or attempting to infect, the District's network.</li><li>3. Process or access information on school grounds related to hacking, altering, or bypassing network security policies. School representatives may collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.</li><li>4. Share login information with anyone.</li></ol> <p><b>Student violations of this policy will include the following:</b></p> <p>The discipline/consequences may include the following based on the severity of the violation and/or the number of recurrences:</p> <ol style="list-style-type: none"><li>1. Classroom consequence</li><li>2. Lunch detention</li><li>3. Thursday/Friday School</li><li>4. In School Suspension</li><li>5. Out of School Suspension</li><li>6. Recommendation for Expulsion</li></ol>
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## **DUE PROCESS FOR STUDENTS (Board Policy JF)**

Students, like all citizens, have civil rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly, and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities that are inseparable from these rights, which include the right to:

1. Equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others.
2. Attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. Due process of law with respect to suspension and expulsion.
4. Free inquiry and expression and the responsibility to observe rules regarding these rights.
5. Privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

**Assignment of In-School Suspension:** Principals, the Superintendent, or their administrative designees have the authority to assign In-School Suspension. The suspension must be in accordance with the Student Code of Conduct and may not exceed ten (10) consecutive school days. The student is provided an opportunity for a pre-suspension hearing to challenge the reason for the intended suspension or otherwise explain his/her actions. Written notice of the suspension must be sent to the parent/guardian/ custodian of the student, the Board of Education, and the Assistant Superintendent within one school day after the suspension begins.

**Student Suspension:** The due process/guidelines listed below are followed for all out-of-school suspensions:

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within 24 hours, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
  - a. Superintendent;
  - b. Student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion: If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

**Suspension Appeal Procedure:** Should a student or a student's parent(s)/guardian choose to appeal the principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent.

Appeal to the Court Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

**Student Expulsion:** The Due Process guidelines listed below are followed for all student expulsions:

1. The Superintendent shall give the student and parent(s)/guardian written notice of the intended expulsion, including reasons for the intended expulsion. This notice shall state the time and place to appear, which must not be fewer than three days or more than five days after the notice is given.
2. The student and parent(s) or representatives have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions.
3. Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student as well as the Treasurer. The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal, and the right to request that the hearing be held in executive session.
4. The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.
5. Permanent Exclusion: If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

**Expulsion Appeal Procedure:** A student or a student's parent(s)/guardian may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian, or custodian. The student may be excluded from school during the appeal process.

Appeal to the Court Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

*Note: Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior.*

**Emergency Removal of a Student:** If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal, or personnel employed to direct, supervise, or coach a student activity program may remove the student from the premises. If either suspension or expulsion is contemplated, a due process hearing is held on the next day after the removal. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing.

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

Students in grades pre-K through 3 may only be removed for the remainder of the school day and must be permitted to return the following school day.

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

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

**Appeals to the Board of Education:** The guidelines listed below are followed for all appeals to the Board of Education.

1. A suspension or expulsion may be appealed to the Board of Education at the request of either the student or the parent/guardian/custodian by submitting a written request to the Superintendent or his designee.
2. Suspension or expulsion appeals may be heard by either the Board or its designee.
3. Unless the principal or Superintendent decides otherwise, the suspension or expulsion shall be in effect pending the appeal decision.
4. The pupil or his parent/guardian/custodian may be represented by private counsel at all hearings held to address appeals of suspensions/expulsions.
5. The Board, by majority vote of its full membership or by action of its designee, may affirm the expulsion, reinstate the pupil, or otherwise reverse, rescind, or modify the order of suspension or expulsion.
6. The decisions of the Board or its designee may be appealed to Common Pleas Court under Chapter 2506 of the Ohio Revised Code.

**Removal from Extracurricular Activities:** The Superintendent, principal, or his/her administrative designee can prohibit a student from participating in any particular or all extracurricular activities of the District for up to one year for violation of the Student Code of Conduct.

Personnel employed by the District to direct, supervise, or coach a pupil activity program can prohibit a student from participating in a particular extracurricular activity for a time period not to exceed the length of the activity's current participation season. Decisions by supervisors and coaches regarding athletic activities can be appealed to the Athletic Director. Decisions by supervisors or coaches in non-athletic activities can be appealed to the principal.

**Discipline of Students With Disabilities:** Disciplinary action of students with disabilities proceeds in a manner that protects the welfare and order of the community as well as recognizes the special needs of the student. The District will comply with all State and Federal laws and regulations governing the discipline of students with disabilities. All students, including those with disabilities, will be referred to law enforcement officials when required by law and may be referred to law enforcement officials when their conduct constitutes a crime.

Each case of unsatisfactory behavior by a student with a disability is handled individually in accordance with the student's behavior management plan and interventions articulated in the student's Individualized Education Program (IEP). A student's failure to comply with conduct requirements in student handbooks may result in the student being disciplined.

### **EMERGENCY/CALAMITY DAY PARENT NOTIFICATION**

In the event of an emergency or calamity day, parents will be notified via voice call, text, and/or email from the district's broadcast messaging system. Parents are responsible for keeping their phone numbers and emails up to date in FinalForms so that they can receive these communications. The District will also post emergency/calamity day messages on the District's social media sites and the District's website: [www.myhcs.org](http://www.myhcs.org)

### **NO TOBACCO USE ON DISTRICT PROPERTY**

The Board has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products; both to users and nonusers, and that most tobacco use begins by the age of 18. The Board recognizes that staff and school visitors serve as role

models to students and, therefore, has adopted a 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use. The District policy has defined “tobacco” to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

The District implements PBIS on a system-wide basis for the purpose of improving academic and social outcomes and increasing learning for all students. The Board directs the Superintendent/designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education’s (SBOE) policy on positive behavior interventions and support. The District encourages family involvement as an integral part of its PBIS system.

### **PRIVACY RIGHTS OF PARENTS AND STUDENTS (Board Policy JO)**

Upon request, all records and files included in the student’s cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher, or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an “eligible student.”

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student’s education records except:

1. By prior written consent.
2. As directory information.
3. Under other limited circumstances, as enumerated under administrative regulations.

The District proposes to designate the following personally identifiable information contained in a student’s education records as “directory information”: The student’s name, address, participation in officially recognized activities and sports, achievement awards or honors, weight, and height, if a member of an athletic team, major field of study, dates of attendance (“from and to” dates of enrollment) and date of graduation. The aforementioned information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District’s definition of directory information. Parents or eligible students then have two weeks in which to advise the District in writing, in accordance with such regulations, of any or all items that they refuse to permit as directory information about that student.

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from or to permit access to, a student’s education records and of information disclosed and access permitted.

The Huber Heights City School District Board of Education, in compliance with Federal Regulations, has approved Board policy JO, Student Records.

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The regulation covers student record content and circumstances regarding disclosure of information. Parents have a right to review their child's records, challenge the content that may be incorrect or misleading, and/or receive a copy of the records. The regulation also requires the parent's signature for disclosure of information except as provided by Federal regulation. These rights are transferred to the student at age 18 or upon attendance at a post-secondary school. Student records will be forwarded without written consent to schools or school systems in which the student seeks or intends to enroll.

Unless the parent or student over 18 years of age notifies the school in writing that it is contrary to their wishes, directory information will be released without parental consent. Directory information relating to a student shall include the following: student's name, address, telephone listing, date of birth, major field of study, name(s) of parent(s) or guardian(s), participation in officially recognized activities, photographs, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, and most recent education institution attended by student.

Copies of policy JO are available upon request. Complaints of Huber Heights City Schools' alleged non-compliance with the Federal Regulation may be filed with the Health and Human Services Department, Washington, D.C. 20201.

### **RESTRAINT AND SECLUSIONS**

The Huber Heights City School District Board of Education and staff consider an environment conducive to learning to be a high priority. If staff and students do not feel comfortable and safe in our schools, then teaching and learning become secondary. As such, all student personnel, as defined by OAC 3301-35-15, are trained annually on the Board's and the District's policies and procedures regarding restraint and seclusion. The District's seclusion and restraint policies and procedures are posted on the District's website.

### **SCHOOL BUS/VEHICLE TRANSPORTATION**

The privilege of riding a school bus will exist for eligible students as long as proper conduct warrants this service.

**Expectations:** The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on a 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. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended bus riding suspension and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

The Board's policy regarding suspension from bus riding privileges must be posted in a central location in each school building and made available to students upon request.

Regulations regarding conduct on school buses, as well as general information about the school transportation program, are available to all parents and students.

**Operation and Safety Rules:** The Board of Education empowers its school bus drivers with the necessary authority and/or responsibility to maintain control of the pupils on a bus, entering a bus, leaving a bus, or interfering with the proper operation of a bus and its purpose of transportation of pupils.

Students are required to follow all rules and procedures established by the bus driver and the Student Code of Conduct. In addition, students are required to comply with the following regulations:

1. Be careful in approaching bus stops, walk on the left facing oncoming traffic, and be sure that the road is clear both ways before crossing the highway.
2. Be on time at the bus stop in order to permit the bus to follow the time schedule.
3. Sit in assigned seats (bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom).
4. Reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving.
5. Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety.
6. Keep the bus clean and sanitary, and refrain from chewing gum or consuming candy, food, or drinks on the bus at any time.
7. Refrain from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident).
8. Keep head, arms, and hands inside the bus at all times.
9. Be courteous to fellow students and to the bus driver.
10. Treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden).
11. Remain seated until the bus stops, wait for the signal from the bus driver, and cross in front of the bus.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus.

**Transportation Disciplinary Action:** Students who violate the Student Code of Conduct or the aforementioned regulations while under the authority of a school bus driver may be disciplined by the appropriate school administrator or designee in a manner deemed appropriate and adequate. This disciplinary action may include, but is not limited to, one or more of the following:

1. Loss of school privileges
2. Detention before or after school
3. Assignment to Thursday/Friday School Session
4. Emergency removal from the school bus
5. Suspension and/or expulsion from bus transportation privileges
6. Suspension and/or expulsion from school.

**Video Cameras:** As part of the District's ongoing program to improve student discipline and ensure the health, welfare, and safety of all those riding school transportation vehicles, the Board may utilize video cameras on all school vehicles transporting students to and from curricular, co-curricular, and extracurricular activities.

The video cameras monitor student behavior and the recordings are hereby stipulated as admissible evidence in student disciplinary proceedings. The videotapes may be student records subject to confidentiality and are subject to Board policy and administrative regulations.

## **SEARCH AND SEIZURE, INTERROGATION AND SURVEILLANCE**

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted to school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property. Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrators and their designee to search any locker and its contents as the administrator believes necessary.

**Search of School or Personal Property by a Law Enforcement Officer:** A law enforcement agency must have probable cause or produce a warrant prior to conducting any search of a student's personal property kept on school premises. When law enforcement officials have reason to believe that any item that might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant.

**Search of a Student or Personal Property by School Authorities:** Building Administrators and their designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases:

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Searches of a student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents/guardians of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.

**Searches of Unattended Bags:** Building administrators/designees are permitted to search any unattended bag found on district property for safety and identification purposes. Once the administrator/designee has determined the identity of the owner and that no safety or security issue exists, any subsequent searches of the item are based upon reasonable suspicion.

**Search of Lockers and Other School Property by School Authorities:** The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession:

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable suspicion for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.



**Search of Vehicles on School Property:** Anyone parking his/her vehicle on the property of Huber Heights City School District grants implied permission to school authorities to conduct a search of such vehicle, either on a random basis or when reasonable suspicion exists that the vehicle contains evidence of the violation of a school rule or a criminal statute. Failure of a person responsible for a vehicle parked on school property to comply with a reasonable request to open a vehicle and its contents for inspection will be considered refusal to comply with a reasonable request, and the individual will be subject to disciplinary actions.

**Interrogation by Non-School Agents:** The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps shall be taken.

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room, and the contact is made out of the sight of others as much as possible.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall notify the parent(s) of the student to be interviewed by the law enforcement officials, if the law enforcement officials have not, before the student is questioned so that the parent(s) may be present if they so desire.
5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
6. When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).

**Removal from School by Non-School Agents:** When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).

**Interrogation by School Authorities:** The interrogation of students by school authorities regarding serious acts committed within the jurisdiction of the School Board shall be held in private. Since the interrogation may result in the suspension and/or expulsion of the student, the student shall be accorded the rights and privileges outlined in the material on suspension and expulsion in this manual.

**Search of Electronic Data:** There should be no student expectations of privacy for any information contained on a District-owned electronic device or District-owned data storage media. The school retains the ownership and control of all hardware, software, and use privileges and, therefore, can review and inspect any related data at any time without suspicion or cause. The school reserves the right to copy and/or delete all files and records created or stored on school-owned computers and data storage media.

**Surveillance Equipment:** The Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles. Surveillance cameras may be used both inside and outside of buildings and on school vehicles to assist in the security of students, staff, and property.

## **TECHNOLOGY ACCEPTABLE USE POLICY (AUP) AND DISTRICT CLOUD ACCOUNT GUIDELINES**

Contained in this section are the District Technology Acceptable Use Policy and District Cloud Guidelines. Please read the following AUP and Guidelines carefully. If you have any questions, please contact your school Principal.



To grant permission for your student to have Internet access, student cloud access, or technology/data network access, a completed AUP must be on file for each student. AUPs are completed annually as part of each student's FinalForms formset. One AUP for each student must be digitally signed. All parents/guardians (for students under 18) and students in grades 7-12 must sign the AUP Agreement form to indicate they have read the AUP and Guidelines.

**Acceptable Use, Electronic Equipment, And Internet Safety Policy for Huber Heights City School District's Technology (Student):** Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable, and cost-effective implementation of technology-based materials, equipment, systems, and networks. Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include District-owned desktop computers, Chromebooks, laptops, tablets, and other mobile computing devices.

In accordance with Federal law and the Children's Internet Protection Act (CIPA), the District has implemented technology protection measures. These protection measures monitor student online access and block or filter Internet access to pictures or materials that are: (a) obscene; (b) child pornography; or (c) otherwise harmful to minors (for computers that are accessed by minors). The District may, at any time, protect against additional materials deemed inappropriate for students at their discretion. Students disabling or attempting to disable these protection measures may be subject to disciplinary action.

Pursuant to the Children's Internet Protection Act (CIPA), students will receive instruction on the following, but not limited to:

1. Access by minors to inappropriate matter on the Internet;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including so-called "hacking," cyberbullying, and other unlawful activities by minors online;
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
5. Measures restricting minors' access to materials harmful to them.

All computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use, and dissemination of personal information.
2. Using profanity, obscenity, or other language that may be offensive to another user or intended to harass, intimidate, or bully other users or that encourages others to harass or intimidate another student.
3. Accessing personal social networking websites and/or computer and web-based video games for non-educational purposes.
4. Reposting (forwarding) personal communication without the author's prior consent.
5. Copying commercial software and/or other material in violation of copyright law.
6. Using the network for financial gain, for commercial activity, or for any illegal activity.
7. "Hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access.
8. Accessing and/or viewing inappropriate material.
9. Downloading or installing any unauthorized software.
10. Accessing online chat rooms or other applications for direct electronic communication, other than e-mail.

Students may also be allowed to possess cellular telephones and other electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are used in compliance with building regulations. The District assumes no liability if devices are broken, lost, or stolen. Student cell phones or other electronic communication devices will not be visible, turned on, or operational during regular school hours unless approved by the teacher and/or administrator.

Electronic Communication devices may not be used:

1. In any way that violates or attempts to violate the Student Code of Conduct.
2. To capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.
3. To receive test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.
4. To capture, record, or transmit the words and/or images of any staff member or student for non-academic purposes without prior notice and expressed consent to do so.
5. To access any internet source other than those directed by school staff.

Students shall not:

1. Bypass, or attempt to bypass, the network filters that are applied to the internet gateway connectivity.
2. Bring on school grounds, viruses or programs designed to damage, alter, destroy, or provide access to unauthorized data or information or engage in any other activity to infect, or attempt to infect, the District's network.
3. Process or access information on school grounds related to hacking, altering, or bypassing network security policies. School representatives may collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
4. **Share login information with anyone.**
5. Access any website or network resource outside of their authorized curriculum area unless approved in advance by a teacher or building Principal.

The Superintendent/designee shall develop a plan to address the short and long-term technology needs and provide for compatibility of resources among school sites, offices, and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available may be controversial and sometimes offensive. The Board does not condone the use of such materials.

Employees, students, and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, profane, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex, or excretion.

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of genitals.
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

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

The following guidelines and procedures shall be complied with by staff, students, or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity, or other language that may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages. Any message relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political, and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use. There is no expectation of privacy when messages are sent using District technology.
10. Users shall not use the system to encourage the use of drugs, alcohol, or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download, or transmit material that is threatening, obscene, profane, disruptive, or sexually explicit or that could be construed as harassment, intimidation, bullying, or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs, or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism may result in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses, and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify, or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.

16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor, or building administrator.

### **EXTENDED GUIDELINES ON DISTRICT CLOUD ACCOUNT USE AT AND OFF CAMPUS**

Students at Huber Heights City Schools can now participate in the use of Google Workspace for Education. Google Workspace for Education streamlines and organizes student work. The tool makes word processing, spreadsheet, presentation, and other software tools available for students through a password-protected school cloud. All student documents and presentations can be created and stored online and will be accessible from home, school, and anywhere there is an Internet connection. This means students can also work on assignments at home, the library, and while traveling, if they choose. Students can access Huber Heights City Schools' Google Workspace for Education site at: <https://www.google.com/a/myhhcs.org/ServiceLogin>

Google Workspace for Education is an effort to increase our students' ability to work collaboratively on writing and research projects using consistent software available at home and at school. At the site, they may have access to a class calendar, collaborative tools, all of their Google documents and presentations, email, as well as current events pertinent to their classes as made available by their teachers. Students will be assigned a 'myhhcs.org' school account and password to log in to the site. However, this logon is only used to sign in and to share Google documents for Huber Heights City Schools school work only. No student should use any part of this tool for personal use. Huber Heights City Schools maintains access to all accounts and monitors the use of this special Google Doc's Huber Heights domain. Students using the tools in inappropriate ways will have their accounts disabled. Students will receive training on how to use Google Workspace for Education.

Federal law requires that students under the age of 13 have parental permission to submit any information of this type to a website. Unless the district is notified in writing that you do not permit your student to have access to Google Workspace for Education, they will be given an account upon enrolling at Huber Heights City Schools.

We encourage you to participate with your child in his/her online activities. Our students create amazing work when they collaborate with one another. However, as with any other online pursuits, your involvement in their work is beneficial to their development as an informed user of the Internet. In an effort to be as clear as possible, we have outlined our policies below for using these online applications.

**Purposes:** We will be using web applications for the purposes of:

1. Responding to and commenting on curriculum topics as we study them
2. Creating written projects and commenting on each other's work
3. Encouraging process writing
4. Practicing persuasive writing
5. Writing creatively
6. Practicing taking varied points of view on a topic
7. Sharing classroom events with families
8. Sharing special projects with local, national, and global audiences
9. Discussing current events
10. Making classroom suggestions
11. Creating dynamic and vibrant research
12. Working with multimedia in a collaborative environment

**Terms and Conditions:** All students and participants in these projects must agree to the terms and conditions of this agreement.

1. The teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning community. All participants will respect the teachers' time and professionalism by supporting the same positive approach.
2. Participants will only use these tools at the direction of their teachers and to complete Huber Heights City Schools' class assignments.
3. No student, or other participant, may include any information or images on the site that could compromise the safety of him/her or other class members. Participants should avoid specific comments about location or schedules if they would be visible to outsiders.
4. All participants will be respectful in their postings and comments. 'Trash-talk', inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will not be tolerated.
5. No student or other participant may post, comment, or change settings on the sites in violation of these terms and conditions.
6. All participants must protect their log-in and password information, as well as class passwords (if any). If participants suspect that a password has been compromised, they must notify the teacher immediately. Students are solely responsible for all activities that occur under their account.
7. No participant may share his/her log-in information or protected information about the site with anyone who is not a participant. This includes adding trackbacks or other means by which outsiders can access the site without permission.
8. Any participant who is aware of violations of this agreement by others must report these violations to the teacher immediately both verbally and in writing (email or note).
9. All use of these services must be in accordance with the Huber Heights City Schools Board of Education's Acceptable Use Policy, including entries made from computers outside of school.
10. Uncited use of copyrighted material in any student work will be deemed as plagiarism and disciplined accordingly.
11. No posting or comment may facilitate or promote illegal activity, either overtly or by implication.

Use of [www.myhhcs.org](http://www.myhhcs.org) may at times include hyperlinks to other websites or content or resources. Huber Heights City Schools may have no control over any websites or resources that are provided by companies or persons other than Google or Huber Heights City Schools and takes no liability for those sites.

**Consequences:** Any violation of the above terms and conditions shall make the violator subject to both immediate terminations from one or all of these services and/or additional disciplinary action. At the teacher's discretion, a warning may be given in the case of minor infractions.

## PUBLIC NOTICES

**NOTICE OF CHILD FIND RULE 3301-51-03:** The Huber Heights City School District is trying to ensure that all children who reside within the District and are below twenty-two years of age who have a disability, regardless of the severity of their disability, and are in need of special education and related services are identified, located, and evaluated. This includes children attending either private schools or enrolled in parochial schools.

For children ages three through five, a disability means a child has a documented deficit in one or more of the following developmental areas: communication, vision, hearing, motor skills, social/emotional behavioral functioning, self-help skills, and/or cognitive skills.

For school-age students, a disability means a student is identified as having one or more of the following conditions: autism, deaf-blindness, hearing impairment including deafness, cognitive disability, multiple disabilities, learning disability, orthopedic impairment, other health impaired, emotional disturbance, traumatic brain injury, and/or visual impairment including blindness. Children may have a disability and be in need of special education even though they are advancing grade to grade.

The Huber Heights City School District offers evaluation services for all children with a suspected disability below age twenty-two. Once the school District is notified about a child with a suspected disability, the parent(s)/legal guardian(s) are contacted and informed of their rights as required by IDEA, Operating Standards for Students with a Disability and Model Procedures as adopted by the Board of Education.

The Huber Heights City School District maintains an educational management information system and submits data to the Department of Education pursuant to rule 3301-14-01 of the Administrative Code. If you know of a child with a suspected disability, notify Special Services, Huber Heights City Schools, at 237-6300.

**NOTICE OF TITLE IX: NON-DISCRIMINATION ON BASIS OF SEX SECTION 504 OF REHABILITATION ACT OF 1974:**

**NON-DISCRIMINATION ON BASIS OF HANDICAP:** The Huber Heights City School District has directed all school employees to comply with Title IX of the Educational Amendment of 1972, Title VI and VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. No person in the United States shall, on the basis of sex, race, creed, religion, origin, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination of qualified handicapped persons in regard to access to programs and courses, access and use of school facilities, and employment. Title IX covers such areas as access to programs and courses, use of school facilities, physical education, athletics, extra-curricular activities, requirements of students, and employment.

The Huber Heights City School Board will not tolerate harassment, sexual harassment, discrimination, or violence. Employees, students, or persons who use school property or services who engage in harassment, sexual harassment, discrimination, or violence of another person shall be subject to disciplinary actions. The District may have an obligation to investigate and/or respond to sexual harassment occurring off school grounds, when the harassment creates a hostile environment within the school setting. Sexual harassment is strictly prohibited.

Grievance procedures have been developed. It is hoped that individual complaints alleging any action that would be contrary to State or Federal laws would be resolved by use of these procedures. Copies are available upon request. Complaints may also be filed with the Huber Heights City Schools' compliance officers at 5954 Longford Road, Huber Heights, OH 45424, telephone (937) 237-6300. The compliance officer for Title IX student complaints is Ms. Kate Little, Director of Special Services. Ms. Little may be reached at [kate.little@myhhcs.org](mailto:kate.little@myhhcs.org) or by calling (937) 237-6300 ext. 80123. The compliance officer for staff complaints is Mr. Adam Reed, Director of Human Resources. Mr. Reed can be reached at [adam.reed@myhhcs.org](mailto:adam.reed@myhhcs.org) or by calling (937) 237-6300 ext. 80121. The compliance officer for Section 504 is Kate Little, Director of Special Services. Complaints may be filed directly with the Office of Civil Rights, Cleveland, Ohio 44114. The Web Accessibility Coordinator is Mrs. Wendy Barhorst, Public Relations Supervisor. Mrs. Barhorst may be reached at [wendy.barhorst@myhhcs.org](mailto:wendy.barhorst@myhhcs.org) or by calling (937) 237-6300 ext.80104.

**NOTICE OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA):** PPRA affords parents and students who are 18 years of age or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  - a. Political affiliations or beliefs of the student or student's parents.
  - b. Mental or psychological problems of the student or student's family.
  - c. Sex behavior or attitudes.
  - d. Illegal, anti-social, self-incriminating, or demeaning behaviors.
  - e. Critical appraisals of others with whom respondents have close family relationships.
  - f. Legally recognized privileged relationships such as with lawyers, doctors, or ministers.
  - g. Religious practices, affiliations, or beliefs of the student or parents.
  - h. Income, other than required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of:
  - a. Any other protected information survey, regardless of funding.
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student except for hearing, vision, or scoliosis screenings, or any physical screening permitted or required under State law.
  - c. Activities involving collection, disclosure, or use of personal information obtained from the students for marketing or to sell or otherwise distribute the information to others.
3. Inspect upon request and before the Administration or use of:
  - a. Protected information surveys or students.
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
  - c. Instructional material used as part of the educational curriculum.

Huber Heights City Schools has adopted policies regarding these rights as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school District will notify parents and eligible students at least annually of the specific or approximate dates of any planned activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
2. Administration of any protected information survey not funded in whole or part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

**NOTICE OF PRIVACY PRACTICES REGARDING MEDICAL RECORDS:** This notice describes how medical information about students may be used and disclosed and how you can obtain access to this information. If you have any questions about this notice, please contact the Department of Special Services, Huber Heights, City Schools, 5954 Longford Road, Huber Heights, Ohio 45424, (937) 237-6300.

**Who Will Follow the Requirement of This Notice:** The District, its employees, and its business associates may share medical information with each other for the purpose of treatment, payment, or other operations of the District as described in this notice.

**Privacy of Health Information:** We understand that medical information about a student is personal. This notice tells about the ways in which the school District may use and disclose medical information about a student. It also describes a student's rights and certain obligations that the schools have regarding the use and disclosure of medical information. We are required to:

1. Assure the medical information that identifies a student is kept private.
2. Give students this notice of our legal duties and privacy practices with respect to medical information about them.
3. Follow the terms of the notice that is currently in effect.

**Use and Disclosure of Medical Information:** The following describes the different ways that the schools may use and disclose medical information. Generally, private health information may be released without your authorization for the purposes of treatment, payment, or other healthcare operations of the District. Medical information may also be released for the following purposes:

1. As required by law.
2. For public health services.
3. In connection with the investigation of abuse, neglect, or domestic violence.
4. To health oversight agencies in connection with health oversight activities.
5. For judicial and administrative proceedings.
6. For law enforcement purposes.
7. To coroners, medical examiners, and funeral directors.

8. For research if a waiver of authorization has been obtained.
9. To prevent serious and imminent harm to the health or safety of a person or the public.
10. For specialized governmental functions.
11. For military and Veterans activities.
12. For national security and intelligence.
13. For protective services for the President and others.
14. To the Department of the State to make medical suitability determinations.
15. To correctional institutions and law enforcement officials regarding an inmate.
16. For workers' compensation if necessary to comply with the laws relating to workers' compensation and other similar programs.

**Rights Regarding Medical Information:** The legal custodians/parents (or student if 18 years of age or older) have the following rights regarding medical information that we maintain about a student:

**Right to Inspect and Copy:** They have the right to inspect and copy medical information that may be used to make decisions about their child, including medical and billing records. To inspect and copy medical information about a student. They must submit their request in writing to the Treasurer. If they request a copy of this information, we may charge a fee for the costs of copying, mailing, or other supplies associated with their request. We may deny a request to inspect and copy in certain very limited circumstances. If they are denied access to medical information, they may request that the denial be reviewed.

**Right to Amend:** If they feel that the medical information we have about the student is incorrect or incomplete; they may ask us to amend the information. They have the right to request an amendment for as long as the information is kept by or for the District. To request an amendment, a request must be made in writing and submitted to the Treasurer. In addition, they must provide a reason that supports their request. We may deny a request if the information:

1. Is not in writing or properly supported by reason.
2. Was not created by us.
3. Is not part of the medical record kept by the District.
4. Is not part of the information they would be permitted to inspect and copy.
5. Is not accurate and complete.

**Right to an Accounting:** They have the right to an "accounting of disclosures." This is a list of the disclosures we have made of restricted medical information about their child. To request this list, they must submit the request in writing to the Treasurer. The request must state a time period that may not be longer than six years and may not include dates before April 14, 2003. The request must also indicate in what form they want the list (for example, on paper or electronically). The first list requested within a twelve-month period is free. For additional list, we may charge for the cost of providing the list. We will notify them of the cost involved and they may choose to withdraw or modify their request before any cost is incurred.

**Right to Request Restrictions:** They have the right to request a restriction or limitation on the medical information that we use or disclose about the student for treatment, payment, or healthcare operations. They also have the right to request a limit on the medical information that we disclose to someone who is involved in the care or the payment of the care. However, we are not required to agree to the request. If we do agree, we will comply with the request unless the information is needed to provide their student with emergency treatment. To request restrictions, they must make a written request to the Treasurer telling what information they want to limit, whether they want to limit our use, disclosure, or both, and to whom they want the limits to apply (for example, disclosures to their spouse).

**Right to Request Confidential Communications:** They have the right to request that we communicate with them about medical matters in a certain way or at a certain location (for example, by mail or only at work). To request confidential communications, they must make the request in writing to the Treasurer and specify how or where they wish to be contacted. We will not ask the reason for the request and will accommodate all reasonable requests.

**Right to a Paper Copy of This Notice:** They have the right to a paper copy of this notice. They may ask us to give them a copy of this notice at any time. Even if they have agreed to receive this notice electronically, they are still entitled to a paper copy. They may obtain a copy of this notice by contacting the Treasurer's Office.



**Changes to This Notice:** We reserve the right to make changes to this notice and to make the revision or change applicable to medical information we already have about you. A copy of the current notice is available for review in each school building.

**Complaints:** If you believe your privacy rights have been violated, you may file a complaint with the District. To file a complaint, please contact the Treasurer, Huber Heights City School District, 5954 Longford Road, Huber Heights, Ohio 45424, (937) 237-6300. All complaints must be submitted in writing. You can also complain to the Office of Civil Rights, U. S. Department of Health and Human Services, 200 Independence Avenue, S.W., Room 209F, HHH Building, Washington, D.C. 20201-0004, (800) 368-1019.

**Other Uses of Medical Information:** Other uses and disclosures of medical information not covered by this notice will be made only with written permission. If you provide us with permission to use or disclose medical information about you, you may revoke that permission in writing at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reason covered by your written authorization. However, we will not be able to take back any disclosures that we already made during any period in which your permission was in effect.

**NOTICE OF RIGHT TO REVIEW TEACHER QUALIFICATIONS:** As a parent of a student in the Huber Heights City School District, you have a right to know the professional qualifications of the classroom teachers who instruct your child. Federal laws allow you to ask for certain information about your child's classroom teachers and require us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

1. Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches.
2. Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
3. The teacher's college major, whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
4. Whether any paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the Administrative Offices at 237-6300.

**NOTICE OF RECORD RETENTION PROCEDURES:** When a student withdraws or graduates from Huber Heights City Schools, only those records we believe to be necessary to summarize a student's educational experiences in Huber Heights City Schools will be maintained as part of the student's permanent record. All other documents will be destroyed. We do not take responsibility to retain records from other schools or agencies.