

GRADES PK-6 STUDENT-PARENT HANDBOOK

2016-17



Ayer Elementary
8471 Forest Road
Cincinnati, Ohio 45255
513-474-3811

Maddux Elementary
943 Rosetree Lane
Cincinnati, Ohio 45230
513-231-0780

Mercer Elementary
2600 Bartels Road
Cincinnati, Ohio 45244
513-232-7000

Sherwood Elementary
7080 Grantham Way
Cincinnati, Ohio 45230
513-231-7565

Summit Elementary
8400 Northport Drive
Cincinnati, Ohio 45255
513-474-2270

Wilson Elementary
2465 Little Dry Run
Cincinnati, Ohio 45244
513-231-3240

www.foresthills.edu
www.facebook.com/ForestHillsSchoolDistrict
@FHschools

Forest Hills School District will provide educational opportunities that enable our students to acquire the knowledge, skills and personal qualities necessary for responsible citizenship and lifelong learning.

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NOTE:

This Student-Parent Handbook is based in part on policies adopted by the Forest Hills School District Board of Education. Policies are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to this handbook since it was produced in June 2016. Any questions should be directed to a school administrator. For all current policies adopted by the Board of Education, please reference [Board policy](#). Forms referenced in this handbook are available in the school office.

STATEMENT OF PURPOSE

The purpose of this handbook is to provide Forest Hills School District students and parents with specific information concerning major policies, procedures, and regulations. While every effort is made to present the information accurately, the information contained in this handbook is continually updated. Questions regarding this handbook should be directed to the school principal.

MISSION STATEMENT

Forest Hills School District will provide educational opportunities that enable our students to acquire the knowledge, skills and personal qualities necessary for responsible citizenship and lifelong learning.

BELIEFS

The mission and priorities of Forest Hills School District are guided by the following Belief Statements.

We believe that...

- Occurs in different ways, depending on abilities, readiness, and interests.
- Takes place through research, questioning, exploring, experimenting, and problem-solving.
- Requires inclusion of reading, writing, numeracy, and digital literacies in all content areas.
- Occurs by acquiring skills and knowledge, and application of what is learned to other contexts.
- Requires active and social collaboration and interaction.
- Takes place when learners are secure, valued, and able to take risks.
- Is engaging, meaningful, purposeful, and challenging.
- Includes reflection and requires learners to be responsible for their learning.

** district beliefs as of this publication's print date*

EQUAL EDUCATION OPPORTUNITY

Forest Hills School District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the district's Compliance Officer: Betsy Ryan, Director of Student Services, at betsyryan@foresthills.edu or 513-231-3600. Complaints will be investigated in accordance with the procedures in this handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. Betsy Ryan can provide additional information concerning equal access to educational opportunity.

DISTRICT PK-6 DIRECTORY

BOARD OF EDUCATION * 7500 Forest Road, Cincinnati, Ohio 45255

| | | |
|-------------------|--|----------|
| Julie Bissinger | | 231-3600 |
| Jim Frooman | | 231-3600 |
| Forest Heis, M.D. | | 231-3600 |
| Tony Hemmelgarn | | 231-3600 |
| Randy Smith | | 231-3600 |

CENTRAL OFFICE * 7500 Forest Road, Cincinnati, Ohio 45255

| | | |
|---|---------------------|---------------------|
| Superintendent | Scot T. Prebles | 231-3600, ext. 2944 |
| Assistant Superintendent | Mike Broadwater | 231-3600, ext. 2964 |
| Treasurer | Rick Toepfer | 231-3600, ext. 2963 |
| Director of Curriculum, Instruction, Assessment | Natasha Adams | 231-3600, ext. 2953 |
| Director of Human Resources | Tammy Carnahan | 231-3600, ext. 2962 |
| Communications Coordinator | Erika Daggett | 231-3600, ext. 2966 |
| Director of Student Services | Betsy Ryan | 231-3600, ext. 2948 |
| Director of Business Operations | Ray Johnson | 231-3600, ext. 2987 |
| Director of Technology | Christine McCormick | 231-3600, ext. 2957 |

AYER ELEMENTARY * 8471 Forest Road, Cincinnati, Ohio 45255

| | | |
|--------------------------|-----------------|--------------------|
| Principal | Todd Hartman | 474-3811 ext. 2101 |
| Assistant Principal | Lisa Courtney | 474-3811 ext. 2103 |
| Administrative Assistant | Lynn Augenstein | 474-3811 ext. 2100 |
| Attendance Line | | 588-6211 |

FOOD SERVICES * 7600 Forest Road, Cincinnati, Ohio 45255

| | | |
|--------------------------|--------------|----------|
| Supervisor | Tia Straus | 231-3215 |
| Administrative Assistant | Karla Butler | 231-3215 |

MADDUX ELEMENTARY * 943 Rosetree Lane, Cincinnati, Ohio 45230

| | | |
|--------------------------|----------------|--------------------|
| Principal | Steve Troehler | 231-0780 ext. 2601 |
| Assistant Principal | Erin Storer | 231-0780 ext. 2610 |
| Administrative Assistant | Kathy Chapman | 231-0780 ext. 2600 |
| Attendance Line | | 852-9019 |

MERCER ELEMENTARY * 2600 Bartels Road, Cincinnati, Ohio 45244

| | | |
|--------------------------|---------------|--------------------|
| Principal | Jodi Davidson | 232-7000 ext. 2302 |
| Assistant Principal | Joy O'Brien | 232-7000 ext. 2307 |
| Administrative Assistant | Jan Taylor | 232-7000 ext. 2303 |
| Attendance Line | | 588-8805 |

REGISTRATION * 7500 Forest Road, Cincinnati, Ohio 45255

| | | |
|-------------------------|----------------|---------------------|
| Administrative Assisant | Debbie Conover | 231-3600, ext. 2960 |
|-------------------------|----------------|---------------------|

SHERWOOD ELEMENTARY * 7080 Grantham Way, Cincinnati, Ohio 45230

| | | |
|--------------------------|---------------|--------------------|
| Principal | Dan Hamilton | 231-7565 ext. 2501 |
| Assistant Principal | Tiffany Selm | 231-7565 ext. 2509 |
| Administrative Assistant | Tammy McCalla | 231-7565 ext. 2500 |
| Attendance Line | | 852-9084 |

SUMMIT ELEMENTARY * 8400 Northport Drive, Cincinnati, Ohio 45255

| | | |
|--------------------------|------------------|--------------------|
| Principal | Michele Sulsted | 474-2270 ext. 2408 |
| Assistant Principal | Melissa Buckalew | 474-2270 ext. 2403 |
| Administrative Assistant | Jen Sonnenberg | 474-2270 ext. 2400 |
| Attendance Line | | 852-9566 |

TRANSPORTATION * 7600 Forest Road, Cincinnati, Ohio 45255

| | | |
|---------------------------|-------------------|---------------------|
| Supervisor | Richard Porter | 231-3335, ext. 2980 |
| Assistant Supervisor | Bev Wetterer | 231-3335, ext. 2981 |
| Transportation Specialist | Johnathan Daniels | 231-3335, ext. 2988 |
| Administrative Assistant | Christy Frank | 231-3335, ext. 2982 |

WILSON ELEMENTARY * 2465 Little Dry Run, Cincinnati, Ohio 45244

| | | |
|--------------------------|-------------|--------------------|
| Principal | Bob Buck | 231-3240 ext. 2701 |
| Assistant Principal | Brian Lyons | 231-3240 ext. 2708 |
| Administrative Assistant | Patty Snead | 231-3240 ext. 2700 |
| Attendance Line | | 852-9565 |

SECTION I - GENERAL INFORMATION

SCHOOL DAY

| | |
|------------------|------------|
| AM Kindergarten: | 9:10-11:55 |
| PM Kindergarten: | 12:55-3:40 |
| Grades 1-6: | 9:10-3:40 |

Children should arrive no earlier than 9:00 a.m. The school cannot be responsible for students who arrive before 9:00 a.m.

All children who are tardy (after 9:10 a.m.) should report to the front office with a parent or guardian before going to class to sign in and receive a tardy pass.

- Arrive: 9:10-12:10 ~ Tardy, 3 Hours
- Arrive: 12:11-1:44 ~ Absent ½ day in the A.M., 1 hour 33 minutes
- Arrive: 1:45-3:40 ~ Absent all day, 1 hour 55 minutes
- Leave: 9:10- 10:44 ~ Absent all day, 1 hour and 34 minutes
- Leave: 10:45-12:39 ~ Absent ½ day, 1 hour and 54 minutes
- Leave: 12:40- 3:40 ~ Early dismissal, 3 hours

LATCHKEY

Our before and after school latchkey program is operated by the local YMCA. If you are interested in this program, call the Lyons YMCA at 474-1400. In the event that school is closed, delayed, or dismissed early, Latchkey will also be closed.

STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

In order to keep parents informed of their child's progress in school, parents will receive information on a regular basis and whenever concerns arise. The school, however, may use the U.S. mail or hand delivery, when appropriate. Parents have the option of receiving communication from the school via email and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL-BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, active aggressor drills, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. State law requires that all students have an emergency medical authorization completed and

signed by a parent or guardian on file in the school office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

INJURY AND ILLNESS

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

ENROLLING

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides. New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency (deed, mortgage, property tax bill or rental agreement)
- D. proof of immunizations (must provide within 14 days of enrollment)
- E. Special Education documentation, if applicable (current IEP/ETR/504)

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript/reportcard from their previous school in order to have credits transferred. The School will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the federal definition of homeless may enroll.

In addition, if a new student resides in the district with a grandparent and is the subject of a power of attorney designating the grandparent as the attorney-in-fact or a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the district the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the district with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed

the offense while enrolled in the district. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services and is seeking admittance or re-admittance into the district, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DYS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the school office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

WITHDRAWAL/TRANSFER FROM

No student under the age of eighteen is allowed to withdraw from school without the written consent of his/her parents and in compliance with state law.

Parents must notify the principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school Nurse/Health Aide.

EMERGENCY MEDICAL AUTHORIZATION

A completed Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other

extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is submitted by parents at the time of enrollment and at the beginning of each school year through.

USE OF MEDICATIONS

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should determine, with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The Principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

NONPRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

No staff member will dispense nonprescribed, over-the-counter medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the Principal's Office and the district website, foresthills.edu.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted. The medication will be confiscated. Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may 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, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in

the Principal's Office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state Health Departments. Any removal will be limited to the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The school district has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents may be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

The school district seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection. Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the Health Center and assist the student in completing the requisite documents. The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician. The student's

parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment. The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality. The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or Health Center. The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality. The student's parents may be encouraged to allow the district to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

STUDENTS WITH DISABILITIES

The American's with Disabilities Act and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the district's programs and facilities. The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The district has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the district seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal and State law. Contact the Building Case Coordinator to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the district. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact Betsy Ryan, Director of Student Services at 231-3600.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The school district maintains many student records including both directory information and confidential information.

DIRECTORY INFORMATION

Each year, the Superintendent shall provide public notice to students and their parents of the district's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The Board designates school-assigned email accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal email address books. School-assigned email accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the district's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within thirty (30) days after receipt of the Superintendent's annual public notice.

In accordance with federal and state law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

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

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

STUDENT RECORDS

The Board is responsible for the records of all students who attend or have attended schools in this district. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the school district or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Guidance/Student Service Center. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment, no student shall be required, as a part of the school program or the district’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student’s parents;
- B. mental or psychological problems of the student or the student’s family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Contact Betsy Ryan, Director of Student Services, at 231-3600 to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via email at FERPA@ED.Gov and PPRA@ED.Gov.

CONFERENCES/COMMUNICATION

Open communication between parents, teachers, and administrators is important for your child. If you have a concern, a note or email or phone call to the teacher may solve the problem. A conference may be called where all adults with helpful information concerning the child may attempt to solve any problems together. Regular conference times typically occur in November and March (see school calendar). The conferences allow us to communicate your child's progress to you.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, the district charges specific fees for the activities and materials used in the course of instruction. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials.

PreK-K: \$40.00, Grades 1-6: \$45.00

STUDENT FUNDRAISING

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

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not liable for any loss or damage to personal valuables.

MEAL SERVICE

FHSD participates in the National School Lunch Program and makes lunches available to students. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Forest Hills also offers secure, online applications for Free and Reduced-Price Family Meals. By applying online, parents will receive an immediate response regarding qualification. Apply at <https://foresthills.sdms2.com> . Call Food Services with questions at 231-3215.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. All district employees are to wear photo-identification badges while in district schools and offices or on district property.

FIRE, TORNADO, AND SAFETY DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. The school conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted at least three times per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students may be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSING AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school district will notify local radio and television stations. Information concerning school closings or delays can also be found on the district website, www.foresthills.edu, [district Facebook page](#), and [district Twitter](#) account. Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the primary phone number on file.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the school district's [Preparedness for Toxic Hazard and Asbestos Hazard Policy](#) and asbestos management plan is available for inspection at Central Office upon request.

VISITORS

Visitors, particularly parents, are welcome at school. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

Students who have lost items should check with the main office for location and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

USE OF OFFICE TELEPHONES

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

USE OF WIRELESS COMMUNICATION DEVICES

A student may possess a cellular telephone or other electronic communication devices (e.g., paging devices/beepers, personal digital assistants and other devices designed to receive and send an electronic signal in school, on school property, at after school activities, and at school-related functions, provided that during school hours and on school vehicles the cellular telephone or other devices remains off and out of sight.

Students may not use cellular telephones or other devices on school property or at a school-sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school. Students shall have no expectation of confidentiality with respect to their use of devices on school premises/property.

Students may not use a device in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using devices to: transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and engage in "sexting" – i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the device. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

Possession of a cellular telephone or other device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or device. If the cellular telephone or is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity.

The student who possesses a cellular telephone or device is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or devices brought onto its property.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval. The school has central designated locations that may be used for posting notices after receiving permission.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. While the district encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

GRADES -ADDING INFO FROM BOARD POLICY

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

The school applies the following grading system:

| | | | |
|-------------|-----|------------|-----|
| A+ (97-100) | 4.0 | C+ (77-79) | 2.3 |
| A (93-96) | 4.0 | C (73-76) | 2.0 |
| A- (90-92) | 3.7 | C- (70-72) | 1.7 |
| B+ (87-89) | 3.3 | D+ (67-69) | 1.3 |
| B (83-86) | 3.0 | D (65-66) | 1.0 |
| B- (80-82) | 2.7 | F (0-64) | 0.0 |

GRADING PERIODS

Students will receive a report card at the end of each grading period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, ACCELERATION, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It is the Board's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each. The promotion and retention provisions of this policy shall be in compliance with the terms of Ohio's Third Grade Reading Guarantee (Policy 2623.02).

Promotion

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course and State-mandated requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Academic Acceleration

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic

acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

Any student residing in the district may be referred by a staff member or a parent/guardian to the principal of his/her school for evaluation for possible accelerated placement. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building.

Students referred for accelerated placement will be evaluated in a prompt manner. district administrative staff will schedule the evaluations. Before a student is evaluated for accelerated placement, the principal (or his/her designee) shall obtain written permission from the student's parent/guardian. Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within 45 calendar days. Evaluations related to referrals that occur at the end of a school year or during the summer will be completed and a written report issued either before the end of the school year, if possible, or within 45 calendar days of the start of the next school year.

Retention

A student may be retained at his/her current grade level when s/he has:

- A. in the opinion of the professional staff, failed to demonstrate proficiency in the core subjects;
- B. in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

A student may be placed at the next grade level when retention would no longer benefit the student. The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students that:

- A. require the recommendation of the relevant staff members for promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that efforts will be made to remediate the student's difficulties before s/he is retained;
- D. require that a student be retained if s/he is truant for ten percent (10%) or more of the required school days and has failed at least two (2) courses of study, unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted;
- E. assign to the principal the responsibility for determining the promotion, placement, or retention of each student;
- F. provide parents the opportunity to request the promotion, placement, or retention of their child;
- G. provide parents the opportunity to appeal the decision to the Superintendent about their child's promotion, placement, or retention.

EDUCATIONAL OPTIONS

Forest Hills School District provides alternative means by which a student can achieve the goals of the district, as well as his/her personal educational goals. Educational options are learning experiences or activities that are designed to extend, enhance, supplement, or serve as an alternative to classroom instruction. The Superintendent shall prepare a plan of educational options for use in meeting a variety of student needs. Such options will include the district's Credit Flexibility plan and may include, but not be limited to, distance learning, on-line coursework, tutorial programs, independent study, correspondence courses, educational travel, project portfolios, internships, mentorship programs, summer school, and early college entrance. Prior approval of the educational option application by the Superintendent shall be required before a student participates in one of the available educational options. Prior permission of a parent or guardian shall also be required before a student under age 18 participates in one of the available educational options. Participation in an educational option shall be in accordance with an instructional and performance plan which will be developed based on the individual student's needs. The instructional plan will include:

- A. instructional and performance objectives that align with district's curriculum requirements;
- B. a description of the criteria and method for assessing student performance;
- C. an outline of specific instructional activities, materials and learning environments.

Participation must be subject to the oversight of a credentialed teacher who will review the instructional plan which may include providing, supervising or reviewing instruction or learning experiences, and the evaluation of student performance.

Credit for approved educational options shall be assigned according to student performance relative to stated objectives of the approved instructional and performance plan and in accordance with district policy and established administrative guidelines.

The district shall communicate information and procedures related to credit flexibility and educational options available in the district to students, parents, and interested stakeholders. The Superintendent shall develop the administrative guidelines necessary to implement this policy.

A.C. 3301-35-06(G) Revised 1/31/11

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the year are recognized for their accomplishments.

HOMEWORK

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Typically, the amount of homework required of students at the primary levels would be less than that required at succeeding grade levels. The time that should be needed to complete homework assignments would vary according to the maturity and ability of the student to work independently. More advanced students may be able to exceed the general guidelines shown below:

K – 1.....as requested through teacher correspondence
2 – 3.....15 – 30 minutes
4 – 5.....30 – 45 minutes

In addition to the above minutes, your child may be expected to read nightly.

COMPUTER TECHNOLOGY AND NETWORKS

The district provides internet services to its students. The district's internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the district's computers, network and internet services/connection ("network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The district utilizes a technology protection measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The district further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the internet. The district supports and respects each family's right to decide whether to apply for independent student access to the internet.

Students are encouraged to use the "network" for educational purposes. Use of the network is a privilege, not a right. When using the network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the district's computers/network and the internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the network, students must sign the Student network and internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Board Policy 7540.03 before being permitted to access the network and/or being assigned an email address.

Smooth operation of the network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the network.
- B. Students may only access the network by using their assigned network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the network by students for the purpose of communicating with elected representatives or expressing views on political issues
- G. Use of the network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites or social media accounts, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
- 2. sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
- 4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the network (including, but not limited to, public messages, private messages, and material posted on web pages).
 - 2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.

3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
 8. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
 9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the district's Technology Protection Measure. Students must immediately notify the teacher, principal, or staff member if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
 - J. All communications and information accessible via the internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
 - K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the Office of the Superintendent. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the network with a virus and causes damage, the student will be liable for any and all repair costs to make the network once again fully operational.
 - L. Students must secure prior approval from a teacher or a building administrator before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
 - M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than email) without prior approval from a teacher or a building administrator. All such authorized communications must comply with these guidelines.
 - N. Privacy in communication over the internet and the network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and

- inspect any directories, files and/or message residing on or sent using the network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the internet and any information procured from the internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the internet. Information (including text, graphics, audio, video, etc.) from internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the network by the student. Use of the network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
 - P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the network.
 - Q. Students may not establish or access web-based email accounts on commercial services through the network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
 - R. Since there is no central authority on the internet, each site is responsible for its own users. Complaints received from other sites regarding any of the district's users will be fully investigated and disciplinary action will be taken as appropriate.
 - S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the teacher or building administrator. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the network for class- or instruction-related activities have priority over other users. Students not using the network for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purpose.
 - T. Game playing is not permitted at any time.

STUDENT ASSESSMENT

Classroom tests are given to assess student progress, assign grades and determine when standards have been met. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance counselor.

SCHOOL CHOICE OPTIONS

The Board of Education acknowledges that the Federal No Child Left Behind Act of 2001 provides that the parents/guardians of students enrolled in a Title I school the first year following the building's identification as being in "school Improvement", have the right to transfer their children to another school in the district, provided there is a school that provides instruction at the students' grade level(s) and such school has not been

identified as being in the process of school improvement, corrective action, or restructuring. If there is not another school in the district offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. The Superintendent shall also offer Supplemental Educational Services to students in any school no later than the first year following the building's identification as being in "school Improvement," regardless of whether a transfer option is available.

Additionally, students attending a "persistently dangerous" school, as defined by sState law have the right to transfer to another "safe" school in the district. If there is not another "safe" school in the district providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts.

Furthermore, a student who is a victim of a "violent crime" on school property also has the right to transfer to another school. If there is not another school in the district providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

The Board of Education authorizes such transfers in accordance with [Board Policy AG 5113.02](#).

Children who transfer in accordance with this policy will be permitted to remain at the school of transfer until completing the highest grade at the school.

Revised 12/19/11

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The district provides students the opportunity to broaden their learning through curricular-related activities. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

CLUBS AND ACTIVITIES

At the start of the school year, all students should be provided with information on existing clubs, and all co-curricular and extra-curricular activities and encouraged to participate

New Activities

- A. All new activities shall be approved in the following manner:
- B. Requests for new activities should be submitted to the Assistant. Principal and contain the following:
 - a. purpose and rationale
 - b. intended outcomes for students
 - c. participation
 - d. plan of operation
 - e. costs
 - f. persons in charge
- C. The Principal will review each request and either reject or submit each for Board approval.
- D. Fiscal Compliance
 - a. Both co-curricular and extra-curricular activities need to comply with financial and bookkeeping controls established by the Treasurer's Office.
 - b. Each activity advisor is to provide the Principal with a periodic update on the fiscal status of the activity

SCHEDULE CONFLICTS

Many students have multiple talents and interests they wish to develop or pursue through participation in district-sponsored activities and groups. Since the district's policy is to encourage such participation, the following guidelines have been established for dealing with potential schedule conflicts a student could experience when participating in more than one activity.

- A. At the beginning of each semester or season, each staff member in charge of a credit course, co-curricular, or extra-curricular activity is to prepare a schedule for any practices, performances, or other after-school obligations involved in participation.

This information is to be sent to the school office.

- B. By the first day of an activity, students are to be made aware of the schedule of any practices and performances as well as other obligations.
- C. When the activity or program begins, the students are to be informed of the following:
 - 1. If a student encounters a previously-unforeseen conflict during the semester or season, s/he should inform both staff-members-in-charge as soon as possible in order to

increase the likelihood that an accommodation can be worked out.

2. If, during the year, an ad-hoc situation develops which creates a conflict in schedule for a student, s/he should discuss the conflict with activity sponsors who, in turn, will work with the staff-members-in-charge to try to reach an accommodation that is most advantageous to the student and least disadvantageous for the activities involved.
3. Under no circumstances is the student to be intimidated while making a decision by threats of penalties or future consequences.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

PUBLIC ATTENDANCE AT SCHOOL EVENTS

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

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well-being of participants and visitors.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed at any function occurring on district premises. Smoking and/or the use of tobacco and/or tobacco substitute products is prohibited at any time within any enclosed facility owned or leased or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. Such prohibition also applies to school grounds.

Raffles and similar forms of fund-raising by district-related organizations may be permitted by the Superintendent in accordance Board policy.

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

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended. Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the

Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the district's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. Upon request to the principal, the district shall make reasonable accommodation for a disabled person to be able to attend public district activities.

The Board is aware of the increasing desire of many parents and other members of an audience to use "cam-corders" and other audio/visual devices at school events. It has no objection, providing their use neither interferes with the conduct of the particular activity nor impinges on the enjoyment of the event by other members of the audience. If the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the district. If the performance is of copyrighted material and the necessary license has not been secured in advance by the district, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of nondistrict audio/visual devices and equipment at any district-sponsored event or activity, particularly athletic events, dramatic presentations, and graduation ceremonies. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to the activity.

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

Admission for Senior Citizens

All senior citizens living in the Forest Hills School District possessing a Gold Pass (available at Central Office) will be admitted to all Forest Hills school activities within the district, except Anderson vs. Turpin football games or basketball games and OHSAA tournament events.

Athletic Passes and Employee/Spouse Activity Passes

Activity passes and athletic passes shall be distributed according to regulations developed by the Superintendent.

R.C. 955.43, 1716.02, 1716.03 28 C.F.R. Part 35 Revised 1/31/11 Revised 7/25/11 Revised 11/18/13

SECTION IV - STUDENT CONDUCT

ATTENDANCE

Absence reporting:

- A parent/guardian phone call received by the attendance office, on each day of the student's absence, for any of the acceptable reasons listed below*, is sufficient to excuse the child's absence up to the tenth absence yearly.

- Subsequently, after the tenth absence, the parent/guardian must provide written documentation from a treating physician, nurse practitioner, physician assistant, or relevant third party, stating the day(s) absent and reason for such absence**.
- Student absences in excess of 10 days will be recorded as unexcused absences unless a doctor's note or third party documentation is presented to attendance officials for each additional absence. Without a doctor's note or third party documentation, truancy charges can be brought and charged to the parent and or student.

***Prolonged consecutive **excused absences** for one illness may count as one absence towards the ten (10) times parents can call school to report an absence*

** The Board of Education considers the following factors to be reasonable excuses for time missed at school:*

- A. *personal illness (a written physician's statement verifying the illness may be required)*
- B. *illness in the family necessitating the presence of the child*
- C. *quarantine of the home*
- D. *death in the family*
- E. *college visits as approved by the building principal*
- F. *necessary work at home due to absence or incapacity of parent(s)/guardian(s)*
- G. *observation or celebration of a bona fide religious holiday*
- H. *absence during the school day for professional appointments*
- I. *emergency or other set of circumstances as determined by the superintendent*
- J. *medically necessary leave for a pregnant student in accordance with [Board policy 5751](#)*

[Based on Board policy 5200](#)

Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task. A professional staff member's responsibility must include, but not be limited to: speaking frequently of the importance of students being in class, on time, ready to participate;

- A. providing meaningful learning experiences every day; Therefore, a student who is absent from any given class period would be missing a significant component of the course.
- B. keeping accurate attendance records (excused vs. unexcused);
- C. incorporating defined, daily participation as part of the teaching/learning process and each grading period
- D. requiring students to make up missed quizzes, tests, and other pertinent assignments before or after the regular school day and not permitting students to use instructional time to do make-up work.

Students Leaving School During School Day

- A. No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Principal.

Make-Up Opportunities

Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the school office before going to his/her first assigned location.

All children who are tardy (after 9:10 a.m.) should report to the front office with a parent or guardian before going to class to sign in and receive a tardy pass.

Arrive: 9:10-12:10 ~ Tardy, 3 Hours

Arrive: 12:11-1:44 ~ Absent ½ day in the A.M., 1 hour 33 minutes

Arrive: 1:45-3:40 ~ Absent all day, 1 hour 55 minutes

Leave: 9:10- 10:44 ~ Absent all day, 1 hour and 34 minutes

Leave: 10:45-12:39 ~ Absent ½ day, 1 hour and 54 minutes

Leave: 12:40- 3:40 ~ Early dismissal, 3 hours

DRESS AND GROOMING

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational program;
- C. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the district at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming in his/her building;
- B. invite the participation of staff, parents, and students in the preparation of a dress code which may specify prescribed dress and grooming practices, but may not amplify the rationale for prohibition established by Board policy;

- C. encourage staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (Answer should be “No”)
- Does my clothing advertise something that is prohibited to minors? (Answer should be “No”)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (Answer should be “No”)
- Am I dressed appropriately for the weather? (Answer should be “Yes”)

Dress Code

Appropriate dress and grooming is expected in Forest Hills schools. Student dress and grooming should reflect a sensitivity and respect for others. There is considerable evidence that better dress influences student attitude and academic performance. The Dress Code is as follows:

1. Clothing worn by students is expected to be clean, neat, modest and appropriate for school.
2. Dress and grooming are expected to be free of distractions to the education environment, and must not endanger the health and safety of students and staff.
3. Garment specifications:
 - a. Upper body garments: Shirts and tops must be long enough to tuck into lower garments and may not expose the torso, midriff or undergarments when the student is standing, sitting, raising his/her hand or bending over. Shirts/tops must have high enough necklines to cover all cleavage.
 - b. Lower body garments: On male students, pants are to be worn at the waist level. The appropriate length for shorts, skirts and/or dresses is mid-thigh. In order to determine mid-thigh length, a student must fully extend arms and fingers at their side. Clothing length must extend below the fingertips. No portion of the buttocks or undergarments should be exposed when the student sits, stands, raises his/her hand or bends over. Garments should not drag the floor.
4. The following items are not permitted:
 - a. pajama attire
 - b. spiked or studded clothing and/or accessories
 - c. heavy chains
 - d. clothing with tears or holes
 - e. clothing or accessories with reference to alcohol, drugs, and/or tobacco
 - f. clothing or accessories with suggestive, profane or lewd symbols, slogans and/or pictures
 - g. hoods, hats, caps, bandanas or other form of head covering
 - h. clothing referring to the development of a team, gang or other groups without permission of the administration.
 - i. leggings/tights unless covered with a top reaching to mid-thigh.
 - j. Tank tops, halters, midriff tops, crop tops, spaghetti strap tops, open mesh garments, garments with open sides which expose skin or undergarments, and muscle tops (oversized armholes).

Students must place hats/caps in their designated area prior to the beginning of the school day. Items not placed in their designated area will be taken away by school personnel and kept until the end of the school day. Repeated violations will result in disciplinary action. Students violating the dress code will be subject to the full range of discipline considerations, including immediate removal from school, suspension and expulsion as

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

GANGS

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

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

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

It is the policy of the district to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, and violence within a dating relationship, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Bullying behavior is distinct from behavior in which a conflict may be present between two or more parties. Conflicts, differences of opinion, and other forms of disagreement occur in school settings. The district desires a civil resolution to such conflicts but such conflicts are not automatically synonymous with bullying behavior.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all activities in the district, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant, or wireless hand-held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school;
- E. violence within a dating relationship.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

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

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

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled

report to the Board on an annual basis.

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

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

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDS), or wireless hand held device) that without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"At school" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the district.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in district business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

See more at Board policy [5517](#) and [5516](#).

SAFETY TIPLINE--SAFEROH

The safety and well-being of students and staff is a priority in Forest Hills School District. Through partnerships with the Ohio Department of Education and the Ohio Department of Public Safety, every school in the Forest Hills School District has been registered for SaferOH, a tip line that helps proactively ensure the safety and well-being of students.

Available for each FHSD school, the tip line allows students and adults to share information regarding threats to school or student safety, such as bullying, suicides or violence, with district and law enforcement officials. Callers can remain anonymous or share their contact information for possible follow-up. The line will accept both calls and texts 24 hours a day, 7 days a week.

Individuals can contact the tip line by calling or texting 844-SaferOH (844-723-3764). Calls or texts are received by analysts in the Ohio Homeland Security's Threat Assessment and Prevention Unit. The TAP Unit will then immediately forward information to district officials, local law enforcement agencies and others, as necessary, to ensure that the incident is investigated, action is taken and the outcome is tracked.

Through partnerships with the ODE and ODPS, the SaferOH tip line is provided to Forest Hills at no cost.

STUDENT DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board does not tolerate violent, disruptive or inappropriate behavior by its students.

The Board shall require each student of this district to adhere to the Student Code of Conduct adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Student Code of Conduct designates sanctions for the infractions of rules, excluding corporal punishment, which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

Students may be prohibited by authorized school personnel from participating in all or part of co-curricular and/or extra-curricular activities without further notice, hearing or appeal rights. A student who has been disorderly on a school bus may be suspended from transportation services consistent with Board policy and the Student Code of Conduct.

The Superintendent shall publish to all students and their parents the rules of this district regarding student conduct and the sanctions which may be imposed for breach of those rules.

The Superintendent shall inform the Board periodically of the methods of discipline imposed by this district and the incidence of student misconduct in such degree of specificity as shall be required by the Board.

The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct and, where required by law, to the student's due process right to notice, hearing, and appeal.

Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where

such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline. If a student becomes a serious discipline problem on a vehicle, the Superintendent and/or his/her designee may suspend the transportation privileges of the student providing such suspension conforms with due process. The procedures for suspension are set forth in the Student Code of Conduct and Board Policy [5611](#) – Due Process Rights.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. If a parent cannot be contacted, the student should be detained on another day.

STUDENT CODE OF CONDUCT

Suspension, Expulsion, and Removal of Students

This Code of Conduct is adopted by the Board of Education of the Forest Hills School District pursuant to sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed in the accompanying regulations is subject to expulsion, suspension, emergency suspension, removal, or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This Code of Conduct applies while a student is in the custody or control of the school, on school grounds, or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Forest Hills schools.

General Provisions

1. Willfully aiding another person to violate school regulations
2. Violation of any board rule, regulation, or policy
3. Repeated violations of the student code of conduct and/or any other board rule, regulation, or policy
4. Violating computer and/or on-line student privileges policy

Damage To Or Theft Of Public Or Private Property:

5. Theft or possession of stolen goods
6. Damage or destruction of private property on school premises or in areas controlled by the school.
7. Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises

Disruption Or Potential Disruption Of The Educational Program For Self Or Others:

8. Truancy
9. Tardiness
10. Improper or suggestive dress
11. Cheating or plagiarizing

12. Continuously and/or intentionally creating a noise or acting in any manner that interferes with a teacher's ability to conduct class
13. Demonstrations by individuals or groups causing disruption to the school program

Threat To The Health, Safety Or Welleing Of Self And/Or Others:

14. Upon initial arrival, leaving school property without permission
15. Leaving school premises during school hours without permission of the proper school authority.
16. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority
17. Presence on school property with a communicable disease
18. Disobedience of driving regulations while on school premises
19. Cursing
20. Cellular telephones (including but not limited to camera phones), beepers, pagers, or any other related electronic communication devices are not to be turned on or visible during the school day. If a teacher or administrator observes any electronic communication device during the school day, it may be confiscated. Electronic devices with the capacity to take pictures raise concerns about individual privacy. No pictures are to be taken anywhere in the school building or on school property without administrative/teacher authorization.
21. Possession of an electronic laser pointing device or electronic light emitting device without expressed written permission of administration.
22. Failure to abide by reasonable dress and appearance codes set forth in student hand-books or established by administration or the board of education. This includes the prohibition of all clothing, jewelry, signs, etc., which, at the discretion of the administration is reasonably related to or represents gang or gang-like activity.
23. Possession of matches or lighters or other similar devices.
24. Buying, selling, transferring, using, or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
25. Use of indecent or obscene language in oral or written form.
26. Publication of obscene, pornographic, or libelous material.
27. Fighting.
28. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary, and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance, or other reason is prohibited. (Also see Policy 8-21.05 Violent, Disruptive, or Inappropriate Behavior Not to be Tolerated)
29. Hazing (to persecute, harass, or humiliate another student and/or employee)
30. Harassment of school personnel or other students during school and/or non-school hours
31. Assault on a school employee, student, or other person
32. Extortion of a student or school personnel
33. Arson or other improper use of fire
34. Buying, selling, transferring, using, possessing, or being under the influence of any alcoholic beverage or intoxicant of any kind. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
35. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.

36. Buying, selling, transferring, using, possessing, or being under the influence of any drug, medication, inhalant, or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
37. Buying, selling, transferring, using, possessing, or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
38. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
39. Possession or use of dangerous weapons or ordnance or objects, which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
40. Convey, attempt to convey, or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the board of education.
41. Carrying concealed weapons
42. Indecent exposure
43. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex
44. Turning in false fire, tornado, bomb, disaster, or other alarms
45. Making a bomb threat to a school building or any premises at which a school activity is occurring at the time of the threat
46. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans
47. Aggravated assault
48. Felonious assault
49. Involuntary manslaughter
50. Voluntary manslaughter
51. Murder
52. Aggravated murder
53. Gross sexual imposition
54. Felonious sexual penetration
55. Rape
56. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code
57. Placing of signs and slogans on school property without the permission of the proper school authority.
58. Distribution on school premises of pamphlets, leaflets, petitions, buttons, insignia, etc., without the permission of the proper school authority
59. Disregard of reasonable directions or commands by school authorities including school administrators and teachers
60. Skipping detention
61. Disrespect to a teacher or other school authority
62. Refusing to take detention or other properly administered discipline
63. Any disruption or interference with school activities
64. Any other activity by a pupil, which the pupil knows or should know, will disrupt the academic process or a curricular or extracurricular activity

65. Chronic misbehavior, which disrupts or interferes with any school activity
66. Any type of prohibited activity listed herein taking place on a school bus shall be reason for expulsion, suspension, or removal
67. Failure to abide by rules and regulations set forth by administration for student parking
68. Falsifying of information given to school authorities in the legitimate pursuit of their jobs
69. Gambling
70. Forgery of school or school-related documents

Informal Discipline

Informal discipline that takes place within the school may include but not limited to:

- writing assignments;
- change of seating or location;
- before school, lunch-time, after-school detention;
- in-school discipline;
- Thursday school (NMS)
- Saturday school (AHS and THS)

Detentions

- A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

A student missing any portion of his/her assigned time in detention, may be given additional consequences. Failure to timely serve detention may lead to suspension from school.

The following rules apply to detention:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise
- Students shall not be allowed to put their heads down or sleep.

Transportation to and from any afterschool discipline is the student/parent's responsibility.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three school days, suspension for up to 10)school days, expulsion for up to 80 school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year.

Any student who is expelled from school for more than 20 days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion.

The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

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

Due Process Rights

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

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 5 days after receipt of the suspension notice, to the Superintendent's Hearing Officer. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school. If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim record will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal of Students

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, principal or assistant principal may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing, as soon as practicable. No prior notice or hearing is required for any removal under this policy. In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one school day, then a due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. If the student is

subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. Within one school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian of the student and Treasurer of the Board of Education. This notice will include the reasons for the suspension, the right of the student or parent(s)/guardian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Policy [5611](#) – Due Process Rights. The person who ordered or requested the removal will be present at the hearing.

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

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

Expulsion From School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three, nor no later than five school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board policy [5610](#), the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 14 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

SEARCH AND SEIZURE

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

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

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

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

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

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

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with

law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall request the consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and another staff member. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Based on Board policy [5771](#)

INTERROGATION OF STUDENTS

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

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

Based on Board policy [5540](#)

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
 - 1. is obscene to minors, libelous, or pervasively indecent or vulgar;
 - 2. advertises any product or service not permitted to minors by law;

3. intends to be insulting or harassing;
 4. intends to incite fighting; or
 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the building administrator for approval 24 hours prior to display.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS / LIMITED USE OF RESTRAINT AND SECLUSION

The Board is committed to the district-wide use of Positive Behavior Intervention and Supports with students. Student personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy. This policy shall be made available to parents annually and shall be published on the district's website.

Definitions

Aversive behavioral interventions means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as application of noxious, painful, and/or intrusive stimuli, including any form of noxious, painful or intrusive spray, inhalant, or taste.

Chemical restraint means a drug or medication used to control a student's behavior or restrict freedom of movement that is not:

- A. Prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional's authority under Ohio law, for the standard treatment of a student's medical or psychiatric condition; and
- B. Administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional's authority under Ohio law.

De-escalation techniques are strategically employed verbal or non-verbal interventions used to reduce the intensity of threatening behavior before a crisis situation occurs.

Functional behavior assessment ("FBA") is a collaborative problem-solving process that is used to describe the "function" or purpose that is served by a student's behavior. Understanding the "function" that an impeding behavior serves for the student assists directly in designing educational programs and developing behavior plans with a high likelihood of success.

Mechanical restraint means any method of restricting a student's freedom of movement, physical activity, or normal use of the student's body, using an appliance or device manufactured for this purpose. Mechanical restraint does not mean devices used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed, including:

- A. restraints for medical immobilization;
- B. adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; or
- C. vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Parent means:

- A. a biological or adoptive parent;
- B. a guardian generally authorized to act as the child's parent, or authorized to make decisions for the child (but not the State if the child is a ward of the State);
- C. an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare;
- D. a surrogate parent who has been appointed in accordance with Ohio Administrative Code 3301-51-05(E); or
- E. any person identified in a judicial decree or order as the parent of a child or the person with authority to make educational decisions on behalf of the child.

Physical escort means the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

Physical restraint means the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does not include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does not include brief physical contact for the following or similar purposes to:

- A. break up a fight;
- B. knock a weapon away from a student's possession;
- C. calm or comfort;
- D. assist a student in completing a task/response if the student does not resist the contact; or
- E. prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

Positive Behavior Intervention and Supports ("PBIS") means a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

Positive Behavior Support Plan means the design, implementation, and evaluation of individual or group instructional and environmental modifications, including programs of behavioral instruction, to produce significant improvements in behavior through skill acquisition and the reduction of problematic behavior.

Prone restraint means physical or mechanical restraint while the student is in the face-down position for an extended period of time.

Seclusion means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.

Student means a child or adult aged three (3) to twenty-one (21) enrolled in the district.

Student Personnel means teachers, principals, counselors, social workers, school resource officers, teacher's aides, psychologists, bus drivers, or other district staff who interact directly with students.

Timeout means a behavioral intervention in which the student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

PBIS

Positive Behavior Intervention and Supports creates structure in the environment using a non-aversive effective behavioral system to improve academic and behavior outcomes for all students. The PBIS prevention-oriented framework or approach shall apply to all students and staff, and in all settings.

PBIS shall include:

- A. school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur;
- B. preventative assessments that include:
 - 1. review of existing data;
 - 2. interviews with parents, family members, and students; and
 - 3. examination of previous and existing behavioral intervention plans.
- C. development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior, including:
 - 1. modification of environmental factors that escalate inappropriate behavior;
 - 2. supporting the attainment of appropriate behavior; and
 - 3. use of verbal de-escalation to defuse potentially violent dangerous behavior.

The Superintendent shall develop emergency procedures for the district.

Seclusions

Seclusion may be used only when a student's behavior poses an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. Seclusion may be used only as a last resort safety intervention that provides the student with an opportunity to regain control of his/her actions. Seclusion must be used in a manner that is age and developmentally appropriate, for the minimum amount of time necessary for the purpose of protecting the student and/or others from physical harm, and otherwise in compliance with this Policy and the Ohio Department of Education's corresponding policy.

Seclusion shall be implemented only by Student Personnel who have been trained in accordance with this Policy to protect the care, welfare, dignity and safety of the student.

Additional Requirements for the Use of Seclusion

If Student Personnel use seclusion, they must:

- A. continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- C. remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated;
- D. conduct a debriefing including all involved staff to evaluate the

trigger for the incident, staff response, and methods to address the student's behavioral needs; and

- E. complete all required reports and document their observations of the student.

Requirements for a Room or Area Used for Seclusion:

A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student. A room or area used for seclusion must not be locked or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

Additional Prohibited Seclusion Practices:

Seclusion shall never be used as a punishment or to force compliance. Seclusion shall not be used:

- A. for the convenience of staff;
- B. as a substitute for an educational program;
- C. as a form of discipline or punishment;
- D. as a substitute for less restrictive alternatives;
- E. as a substitute for inadequate staffing;
- F. as a substitute for staff training in positive behavior supports and crisis prevention and intervention;
- G. as a means to coerce, retaliate, or in a manner that endangers a student; or
- H. if it deprives the student of basic needs.

Seclusion of preschool-age children is prohibited, except that a preschool-age child may be secluded from his or her classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

Restraint

There are different types of restraint, as defined above, including physical restraint, prone restraint, mechanical restraint, and chemical restraint. The use of restraint other than physical restraint is prohibited.

Physical restraint may be used only when the student's behavior poses an immediate risk of physical harm to the student and/or others and no other safe and/or effective intervention is possible. The physical restraint must be implemented in a manner that is age and developmentally appropriate, does not interfere with the student's ability to communicate in his/her primary language or mode of communication, and otherwise in compliance with this Policy and the ODE's corresponding policy.

Physical restraint shall be implemented only by Student Personnel who have been trained in accordance with this Policy to protect the care, welfare, dignity and safety of the student, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Additional Requirements for the Use of Physical Restraint:

If Student Personnel use physical restraint, they must:

- A. continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- C. remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated;
- D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- E. complete all required reports and document their observations of the student.

Physical restraint shall not be used for punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control.

Prohibited Restraint Practices

The following restraint practices are prohibited under all circumstances, including emergency safety situations:

- A. prone restraint as defined in Executive Order 2009-13 (which defines prone restraint to mean "all items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face-down position for an extended period of time");
- B. physical restraint that restricts the airway of a student or obstructs the student's ability to breathe;
- C. physical restraint that impacts the student's primary mode of communication;
- D. restraint of preschool-age students, except for holding a child for a short period of time, such as in a protective hug, so that the child may regain control;
- E. restraint that deprives the student of basic needs;
- F. restraint that unduly risks serious harm or needless pain to the student, including physical restraint that involves the intentional, knowing, or reckless use of any of the following techniques:
 - 1. using any method that is capable of causing loss of consciousness or harm to the neck or restricting/obstructing respiration in any way;

2. pinning down the student by placing knees to the torso, head and/or neck of the student;
 3. using pressure points, pain compliance, or joint manipulation;
 4. dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
 5. using other students or untrained staff to assist with the hold or restraint; or
 6. securing the student to another student or to a fixed object.
- G. mechanical restraint (that does not include devices used by trained Student Personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed); or
- H. chemical restraint (which does not include medication administered as prescribed by a licensed physician).

ADDITIONAL PROHIBITED PRACTICES

The following practices are prohibited under all circumstances, including emergency safety situations:

- A. corporal punishment;
- B. child endangerment as defined in Ohio Revised Code 2919.22; and
- C. aversive behavioral interventions

Functional Behavioral Assessment And Behavior Intervention Plan

If a student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, district personnel shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, district personnel shall also develop a behavior intervention plan that incorporates positive behavioral interventions.

Functional Behavioral Assessment And Behavior Intervention Plan

The district shall provide training as follows:

- A. All Student Personnel, as defined in this Policy, shall be trained annually on the requirements of the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion; Ohio Administrative Code 3301-51-15; and this Policy.
- B. the Superintendent, in consultation with each school building's principal and/or assistant principal, shall identify which district employees should receive additional training so that an adequate

number of personnel in each building are trained in crisis management and de-escalation techniques, including the use of restraint and seclusion. district employees who receive such additional training must keep their training current in accordance with the requirements of the provider of the training.

- C. The Superintendent shall develop a plan to provide training to school personnel, as defined in this Policy, so that Positive Behavior Intervention and Supports are implemented on a district-wide basis.

Implementation of PBIS throughout the district may be a multi-year process, with training taking place over several years.

The district shall maintain written or electronic documentation on training provided and lists of participants in each training.

Only individuals trained in accordance with this Policy in the appropriate use of restraint and seclusion may use those techniques.

Monitoring And Complaint Procedures

The Superintendent shall develop a monitoring procedure to ensure that this Policy is appropriately implemented. Any parent of a child enrolled in school in the district may submit a written complaint to the Superintendent regarding an incident of restraint or seclusion. The Superintendent shall investigate each written complaint and respond in writing to the parent's complaint within thirty (30) days of receipt of the complaint.

Required Data And Reporting

Each use of restraint or seclusion shall be:

- A. documented in writing;
- B. reported to the building administration immediately;
- C. reported to the parent immediately; and
- D. documented in a written report.

A copy of the written report shall be made available to the student's parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. A copy of the written report shall also be maintained in the student's file.

All written documentation of the use of restraint or seclusion are educational records pursuant to the Family Educational Right to Privacy Act ("FERPA"), and district personnel are prohibited from releasing any personally identifiable information to anyone other than the parent, in accordance with FERPA's requirements.

The Superintendent shall develop a process for the collection of data regarding the use of restraint and seclusion.

The Superintendent shall report information concerning the use of restraint and seclusion annually to the Ohio Department of Education as requested by that agency, and shall make the district's records concerning restraint and seclusion available to the staff of the Ohio Department of Education upon request.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The district provides transportation for all students who live further than one mile from school. The transportation schedule and routes are available by going to the Forest Hills School District website, www.foresthills.edu.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on district-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone 5 minutes prior to scheduled stop;

- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;

- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

FOOD GUIDELINES

District Guidelines For Medical and Food Related Conditions

In compliance with recent national legislation (FAAMA) and Ohio Revised Code 3313.719, which directs all Ohio school districts to put in place a policy safeguarding students from food related allergies and medical conditions, the Forest Hills School District has adopted important guidelines. These guidelines safeguard students from life-threatening (peanut or other) food-related allergies as well as extreme medically related conditions. The guidelines also encompass practices from the reauthorization of the Child Nutrition and Women, Infants and Children Act and the development of a District Student Wellness Program, designed to include goals for nutrition education, physical activity and other school-based activities.

- All District classrooms will be free of peanuts, tree nuts and other nut products.
- Food served to all students in the classrooms (i.e. special events, birthdays) needs to be in pre-packaged individual servings and from an inspected facility. Nutrition and ingredient labels must be attached. Suggestions for acceptable snacks, ingredient information and carb counts are posted on the District's website. Fruits and vegetables for these special events are highly encouraged. Parents may also contact their building principal or teacher for more information.
- When food is being used in a curriculum related activity, teachers will notify parents of students with food/health related conditions at least 3 days in advance. This information will include ingredients and nutritional labeling, the approximate serving size, and how it is being used. The teacher will incorporate appropriate food safety practices (e.g. without cross contamination) while teaching the lesson. Peanuts/nut products may not be used in any classroom activities.
- Special food related events such as pizza parties, cultural activities, end of year lunches and tasting parties must include the following:
 - Food served must be from a health inspected facility (e.g. grocery stores, restaurants)
 - Nutritional and ingredient labels must be provided for each item served
 - Parents of students with food/health related conditions must be notified 3 days in advance
 - These events should be in place of lunch (not in addition)
 - Food should be discouraged as a reward for students. It is important to promote health and wellness, encouraging physical activities and non-food items
- Teachers must check all items that are brought into the classroom (e.g. classroom pets, potting soil, latex items, lotions, soaps, coffee creamers, candy, and individual food reinforcements) as these items may contain allergens. ([link to FAQs](#))
- School bus drivers will be informed of important food/medical related conditions to ensure safe travel needs.
- **District Early Childhood Program** - It is a licensing requirement that snacks be provided during the program sessions. These snack items may not contain peanuts, tree nuts or nut products. Snacks may be bulk items (items purchased in large quantities) but must be sealed/intact as purchased from an inspected facility/grocery. These snacks will be distributed in portioned serving sizes by the classroom teacher. All of the above guidelines apply to the Early Childhood Program.

*****These guidelines do not impact activities that take place outside of the school day including team or club meals, open houses, ice cream socials, etc. where parents accompany their child. We will notify/share these guidelines with groups who are utilizing our district facilities (i.e. PTA, Latchkey, Sports Teams, and Scouts).***

Developed 6/2010

Edits & Updates

| Date | Description |
|-------------|-----------------------------------|
| 11/30/17 | Adjusted links for transportation |
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