

Finneytown Secondary Campus Handbook

**8916 Fontainebleau Terrace
Cincinnati, Ohio 45231**



2021-2022 Student Handbook

FINNEYTOWN LOCAL SCHOOL DISTRICT
SECONDARY CAMPUS HANDBOOK- Grades 6 - 12
2021 - 2022

The following pages reference many of the significant board policies for Finneytown Secondary Campus. For a complete listing of the policies, visit our school district website.

This handbook is designed to provide some important information regarding Finneytown Secondary Campus. Please take time to read and review the information contained in this publication.

School Contacts

Receptionist and Attendance	Main Line ATTENDANCE	931-0712 728-3709
Principal	Ms. Carol Miller	728-3718
Principal's Secretary	Mrs. Lisa Turner	728-3706
Assistant Principal(Clark, Pringle,Telford)	Ms. Lisa Samuel	728-3706
Assistant Principal(Ebenezer,Kopke,PEM)	Mr. Anton Walker	728-3706
RP Facilitator	Ms. Tammy Dietz	728-3706
Athletic Secretary	Mrs. Sandy Haskin	728-7223
Athletic Director	Mr. Gerald Warmack	728-7223
Guidance Counselor Secretary	Mrs. Yvonne Allen-Smith	728-3711
Counselor grades 6-7	Ms. Emily Styles	728-3711
Counselor, grades 8-12(Clark/Pringle)	Ms. Cathy Counts	728-3711
Counselor, grades 8-12(Ebenezer/Kopke)	Ms. Emma Brown	728-3711
Counselor, grades 8-12(Telford/PEM)	Ms. Stephanie Belschner	728-3711
School Resource Officer	SRO Emily Smith	728-3723

Board of Education

Superintendent	Dr. Laurie Banks	728-3700
Assistant Superintendent	Dr. Jen Dinan	728-3700
Central Enrollment	Mrs. Patti Schnur	728-3702
Transportation	Mr. Steve Swanson	728-7220
Treasurer	Mr. David Oliverio	728-3705
Compliance/Title IX Officers	Dr. Jen Dinan Mr. Eric Muchmore	728-3700 728-3700

Welcome to the 2021-2022 school year!

This student handbook is distributed annually to students in grades 6-12 at Finneytown Secondary Campus. Its purpose is to summarize school procedures relating to student academics, attendance, discipline, and Board of Education policy.

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

Finneytown Secondary Campus is committed to establishing an environment in which each student has the opportunity to develop his/her potential academically, vocationally, socially, and personally. To achieve this, our vision is as follows:

To empower students to think critically, grow intellectually, and live with integrity.

The 2021-2022 Secondary Campus goals are to: continue to focus on high academic standards and performance; create a safe and efficient learning environment through consistent, fair, and progressive discipline procedures; continue to develop school climate and staff morale through student and staff recognition programs, social events, high levels of communication, and collaborative approaches; facilitate acceptance and respect for all persons through study and program development in the areas of diversity and alternative programming for socially and academically needy students.

Finneytown School District's Continuous Improvement Plan (CIP) goals are consistent with our campus vision.

1. Continue to improve student academic achievement, and promote participation in the arts, athletics, and service opportunities.
2. Provide safe, orderly schools.
3. Operate with a plan of fiscal responsibility
4. Maximize family and community involvement.
5. Maintain frequent, high quality communication and inclusive decision-making.
6. Maintain inviting, comfortable facilities.

We look forward to a great year at Finneytown Secondary Campus. Please call us with your questions and/or suggestions.

Sincerely,

Carol Miller
Principal

Alma Mater

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

Fight Song

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

Table of Contents

	<u>Page</u>
Section I - <u>Student Records</u>	9
<hr/>	
Section II - <u>General Information</u>	
A. Appointments with Staff Members	12
B. Building/Campus Use	12
C. Bus Regulations	12
D. Computer Usage Regulations	12
E. Dances and Other School Activities	12
F. District Emergency/Safety Plans	13
G. Dress Code	13
H. Electronic Devices - Cell Phones, iPods, and other devices	13
I. Emergency Medical Authorization Form	13
J. Emergency Situations and Procedures	13
K. Fire Drills	14
L. Halls and Hall Passes	14
M. Health Services	14
N. Inoculation of Students	14
O. Lockers	15
P. Lunchroom Procedures	15
Q. Media Center	15
R. Money-Making Projects and Sales in the Building	16
S. Parking on Campus	16
T. School Tuberculosis Screening	16
U. Student Fees	16
V. Title IX	16
W. Visitor Policy	16
Section III - <u>Attendance Procedures/Guidelines</u>	
A. General Information	18
• Make Up Work	19
• Parent out of Town or Unavailable	19
• Vacations During the School Year	19
• College Visitations	19
• Tardy to School	19
Section IV - <u>Student Discipline</u>	
Positive Behavior/Intervention Supports (PBIS)	21
A. Discipline Referral to the Office	21
B. Student Code of Conduct-General Code	21
C. Prohibited Conduct	22
D. RP Room	24
E. After School Program (ASP)	24
F. Emergency Removal	24

G. Out of School Suspension (OSS)	24
H. Search and Seizure Policy	25

Section V - Student Extracurricular Activities

A. Attendance Policy	27
B. Extracurricular Activities: Guidelines	27
C. Grades and Student Athletic Eligibility	27

Section VI - Harassment and Bullying

Anti-Harassment	29
Bullying and Aggressive Behavior	41

I Student Records



Student Records

Parents and students who are eighteen (18) years of age or attending an institution of post-secondary education are permitted to inspect and review the education records of the student by contacting the appropriate building administration.

Parents or eligible students are permitted to seek the correction of inaccurate records through a request to amend the records or a hearing. They are also permitted to place a statement in the educational record of the student as a result of such a hearing if they wish to comment upon the information.

Under the "Family Education and Privacy Act of 1974," 18 year-old students have the right to review their school records. The following guidelines apply to record review:

1. *Individuals must make the request in writing to their guidance counselor. The request will become part of the records.*
2. *A school official must be present at the review of the records.*
3. *A copy of any records can be made. (A fee will be charged.)*
4. *Individuals have the right to ask for correction or deletion of any information in the records.*
5. *Individuals must give written permission for the school to release information to outside individuals or institutions.*

The school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Only "directory information" regarding a student may be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law. Directory information is defined below.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Finneytown Local Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by thirty days from receipt of the district's annual FERPA notice, which will be sent to

you each year. The notice will contain the date by which you must let Finneytown Local Schools know you do not wish for directory information concerning your child to be released.

Finneytown Local School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Awards received
- Press releases
- Dates of attendance, date of graduation

If a parent does not return the annual FERPA notice within thirty days, it will be assumed the parent(s) do not object to directory information being released.

II

General Information



A. Appointments with Staff Members

Appointments with staff members need to be scheduled at least 24 hours in advance.

B. Building /Campus Use

The Secondary Campus is open from 7:45 a.m. – 3:15 p.m. on school days. Students arriving prior to 7:45 a.m. are to report to the cafeteria. Students who are involved in extracurricular activities after school must be under the supervision of a member of the professional staff. Any students not under adult supervision must be off campus by 3:15. Please arrange transportation accordingly.

C. Bus Regulations

Buses may be equipped with video monitoring systems.

1. Private Transportation

- a. If students are being picked up for early release by someone other than the parent/guardian, the parent/guardian must notify the school.
- b. Any person picking up a student must be on that student's "Missing Child Act" form or the student will not be released.
- c. When a student is being picked up for early release, the parent/guardian or other authorized person must come in to sign the student out with the attendance office. **When signing out a student, a valid photo ID will be required for the parent/guardian or other authorized person or the student will not be released.**

D. Computer Usage Rules

Any student using a computer must have a signed Acceptable Use Policy (AUP) on file. In the absence of adult supervision, the computer lab will be closed to ALL students.

E. Dances and other School Activities

School dances and other school activities are provided for your enjoyment and social growth. The Code of Student Conduct applies to all school events. Only students enrolled in grades 6-12 are invited to school dances; any other attendees must be a guest of a Finneytown School Student and approved by school administration. High school students are permitted to bring one guest to a dance. Middle school students are not permitted to attend high school dances and vice versa.

1. Students must have attended school the day of the event or the Friday preceding a Saturday event in order to attend.
2. Students must be picked up by the end of any evening event.
3. Only juniors and seniors are eligible to buy prom tickets.
4. All student fees must be paid to attend the homecoming dance and prom.

F. District Emergency/Safety Plans

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

G. Dress Code

Consistent with Board of Education policy, the Finneytown Secondary Campus dress code is based on the following:

Dress deemed unacceptable will be addressed in a restorative manner. Students may be required to change clothes. If necessary, a student's parent/guardian may be contacted.

H. Electronic Devices – Cell Phones, iPods and other devices

The Finneytown Local School District's technology plan advocates "Digital Citizenship." Digital Citizenship is defined as "The safe, legal, and ethical use of digital information and technology, including respect for copyright, intellectual property, and the appropriate documentation of sources" (District Technology Plan May, 2009).

Electronic devices may be used in classrooms for instructional purposes and in the hallways/lunch too. If the phone is used in violation of school policies, the following may happen: confiscation of the phone, parent contact, or any other school discipline depending on the severity of the act.

At no time will it be appropriate to use electronic devices in violation of school policies (For bullying, photos or videos, or to violate student confidentiality or disrupt the educational process. This is not an exhaustive list). If a student uses a device in violation of school policy, staff may confiscate the device and a parent or guardian will be notified to retrieve it. Additional instances may result in further discipline. Any suspicion of illegal activity will be referred to law enforcement.

The school is not liable for lost or stolen electronic devices. Administrators will not spend time looking for lost or stolen cell phones or electronic devices.

I. Emergency Medical Authorization Forms

Parent/guardian(s) of students are required by Ohio law to provide an Emergency Medical Authorization Form at the start of each school year. The school must have emergency phone contacts on file where the parent/guardian(s) can be reached during school hours. Any changes in contact information (phone numbers, email, etc.) should be reported to the school office when they occur. EMA's etc. will all be completed through Final Forms.

<https://www.finalforms.com/>

J. Emergency Situations and Procedures

In the event of an emergency situation during the school day or during a school-sponsored activity, students are instructed to closely follow faculty instructions.

Safety procedures are practiced periodically throughout the year in accordance with state law. Evacuation procedures/fire drills are practiced monthly. Shelter-in-place procedures/tornado drills are practiced in the spring. Occasionally, there will also be ALICE/lockdown drills conducted throughout the year.

K. Fire Drills

Monthly fire drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. It is important that students be kept clear of the building during emergency evacuation in order to facilitate movement of emergency vehicles and equipment.

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

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

L. Halls and Hall Passes

Since four minutes passing time between classes is allotted, it is expected that necessities such as restroom visits, etc. can be adequately attended to during these four-minute periods.

- 1. No passes will be granted during the first and last ten minutes of class.**
- 2. No student will be excused from class without a lanyard.**

During lunch periods, the following areas are open for student use: the Multi-purpose building (MP) and the Media Center. During the lunch period, students are not permitted to enter any other buildings or other areas without special permission and a hall pass. Students who wish to use the Media Center after eating lunch in the MP need to have obtained a lunch pass from the Media Center staff prior to eating lunch. At no time during the school day should students be in the parking lots, the football stadium, or fields around the back of the campus.

Our campus utilizes a swipe card security system. The doors will automatically lock and unlock with the bell system. Students late to class must enter at the front door.

M. Health Services

If a student becomes ill in school, he/she should report to his/her teacher for a pass to see the nurse (or go to the Main Office if the district nurse is not in the building).

Students must have a pass to enter the nurse's office. All medications, prescription and/or over the counter, *must* have authorization forms on file in the nurse's office. Inhalers and epinephrine auto injectors (Epi-pens) may be carried by students, but proper authorization must be on file with the nurse. All medication forms are available from the school nurse or on the Finneytown website (Health section) and through Final Forms..

N. Inoculation of Students

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

O. Lockers

Lockers are available this year on an as needed basis. If you need a locker, please see Sandy Haskin. Lockers should only be used before and after school as well as before and after lunch. If you need a locker for an extracurricular activity, please see Sandy Haskin or Gerald Warmack in the Athletic Office.

Locks are loaned to you by the school. Failure to return the lock at the conclusion of the school year will result in a \$5 fee being assessed to your account.

Please do not bring valuable items to school. **The District will not be responsible for lost or stolen personal items.**

In order to protect the safety of all students, school administrators may conduct random locker searches. Lockers are the property of the school district. Consequently, administrators may open lockers and examine the contents contained therein without prior notice to the student.

P. Lunchroom Procedures.

Students will report to the lunchroom in a timely manner and leave the lunchroom how it was when they arrived. If a student wishes to have a visitor eat lunch with them, this should be approved by administration in advance.

Q. Media Center **Hours: 7:30 a.m. to 4:00 p.m.**

The Library Media Center is a calm place for studying, researching, and reading. Students may go to the Library Media Center with their scheduled classes, on a pass from Study Hall, or on a pass from a teacher. All students with passes will sign into the attendance laptop near the circulation desk when they arrive and sign out when they leave. Students are asked to leave their food and drinks on tables by the door.

Students are encouraged to access the Secondary Campus Library website regularly (fscilibrary.weebly.com/) for research assistance, resources for class projects, the online library catalog, reading recommendations, Book Club, and much more. Those interested in reading eBooks (including graphic novels) or listening to eAudiobooks should click on the eBooks & eAudiobooks tab on the Secondary Campus Library website. Students can join the Secondary Campus Library Google Classroom (fnp7wc)

for information and announcements.

Library books and magazines are checked out for three weeks and they may be renewed three times. Textbooks and calculators are checked out for the entire school year. Library materials that are more than 2 months overdue will be declared lost and students will be asked to either replace the items or pay for them. Students may renew their books in person or through the online library catalog link on the Secondary Campus Library website.

During the summer months, the Library Media Center is open every Monday from 8:00 a.m. to 3:00 p.m. for Media Center Mondays.

R. Money-Making Projects and Sales in the Building

Students may, on occasion, participate in fundraising opportunities. All projects are approved in advance and parents/students sign an agreement. Students will be held accountable for unreturned items and outstanding monies.

S. Parking on Campus (Grades 10-12 Only)

Students may request the opportunity to purchase a parking permit. A space will be assigned for each permit issued with seniors getting priority. Parking permits are \$55.

T. School Tuberculosis Screening Policy for Students

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

U. Student Fees

Fees may be assessed for textbooks that are lost or damaged. Students will be expected to return the same textbook that was issued to them at the beginning of the school year. Damaged books will require a fee to be paid before school dismisses or withdrawal is approved. Fees will also be assessed for library overdue materials or lost materials and supplies. These fees can be paid on-line at www.schoolpay.com or by contacting the treasurer's office at 728-3705.

SchoolPay Directions:

Accounts were transferred from Payschools to SchoolPay.

On the SchoolPay webpage, click Find My Account (it is the binocular icon)

Type in your email that was associated with the previous account and click find

If it cannot find your email, DO NOT PANIC!

Just click create a new account – you will need an email address and your child's school ID number from DASL to create a new account. You will also create a password.

V. Title IX

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

W. Visitor Policy

Any visitor to the school building must check in at the Attendance Office and obtain a visitor's pass.

III

Attendance



Parents/guardians are required to notify their child's school when they will miss any portion of the school day. **A parent/guardian must call the attendance office (728-3709) by 9:00 a.m. if their student is going to be absent. If no call is received the student will be marked as an unexcused absence.**

1. The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Illness of the child;
- B. Illness in the family necessitating the presence of the child;
- C. Quarantine of the home;
- D. Death of a relative;
- E. Medical or dental appointment;
- F. Observance of religious holidays;
- G. College visitation;
- H. Absences due to the student's homeless status;
- I. Absences due to a student's placement in foster care or change in foster care placement of any court proceedings related to the student's foster care status;

- J. Emergency or other set of circumstances in which the judgement of the superintendent constitutes good and sufficient cause for absence from school.

2. To participate in extracurricular activities, a student must be in attendance at school for at least 3 hours on the day of the activity.

3. House Bill 410 was passed by the Ohio legislature in December 2016 to encourage and support a preventative approach to excessive absences and truancy. State law now requires reporting student attendance by hours instead of days (which means **student absence accumulates minute by minute**). Therefore, any school time missed by a student (ex. late to school or early dismissal) is tracked as part of his/her attendance record. Parents/Guardians need to call the school to excuse absences. **(728-3709)**

The law requires every school district to contact parents in writing whose children are absent from school (excused or unexcused) for **38 hours** in one school month or **65 hours** in a school year. **Physician notes will be required to excuse excessive absences.**

A student is considered **habitually truant** If he or she is absent from school without a legitimate excuse for any of the following:

- 30 or more consecutive hours
- 42 or more hours in a month
- 72 or more hours in a year

If a child is **habitually truant** the district is obligated to intervene in an effort to improve attendance as required by Ohio law. An Absence Intervention Team (AIT) will meet to create an Absence Intervention Plan (AIP). The parent/guardian and student will be asked to participate in a plan to improve the student's attendance. The district is required to refer the family to the court system if the parent and/or student do not comply with the plan.

4. Make-Up Work:

- a. If a student's absence is excused, he/she is entitled to make up work missed. Upon his/her return, it is the student's responsibility to work with the teacher to see that the missing work is assigned and the due date is set.
- b. Students under suspension also have the right to make up missed assignments without immediate penalty. The number of days that the student was suspended will equal the number of days that the student has to complete missing work without penalty upon his or her return.

5. Parent Out of Town or Unavailable: When it is necessary for parents to be away from home for extended periods, it is the responsibility of the parents to notify the **school office** in writing, prior to departure, giving the name of the adult to be contacted in their absence.

6. Student Vacations during the School Year: School days missed by a student for family vacations will be UNEXCUSED absences due to changes in state law. These days/hours missed will count towards a student's truancy.

7. College Visitation: Students who wish to leave school to visit a technical school or college must do the following IN ADVANCE to receive an excused absence:

- a. Student must bring a note from parent or guardian giving permission for the college visit to their counselor at least two (2) days before the visit.
- b. Student must bring from the Admissions Office a dated letter confirming the visit. Take this letter to the Attendance Office to receive your excused absence.
- c. Students are allowed a maximum of five (5) days for college visits per school year (junior AND senior years).

8. Tardiness to School: Tardiness to school is defined as not being in the student's assigned classroom when the bell rings at 8:00 a.m.

- a. Students who arrive to school tardy (after 8:00 a.m.) **MUST** report to the Attendance Office and receive a pass to class from the attendance secretary.

IV

Discipline



Positive Behavior/Intervention Supports (PBIS)

The Finneytown Secondary Campus strives to provide a positive, safe, and nurturing learning environment. PBIS is a model to assist in these efforts. PBIS is a positive, proactive approach to dealing with behavior. The PBIS model addresses negative behavior outcomes systematically with school-wide consistency, while teaching and modeling a positive replacement behavior.

A. Discipline Referral to the Office

Students referred to the office are subject to possible school disciplinary actions. Students may be referred to the office when other classroom disciplinary measures have failed to correct student behavior. Examples of classroom measures may include: warnings, conferences with students, parent communication, detentions, removal from class, etc. Students also may be referred immediately when behaviors are extremely disruptive or pose a danger to self and others. The administration of Finneytown Secondary Campus reserves the right to be flexible with disciplinary decisions based on the details regarding the specific incidences of each individual case. A disciplinary record will be kept on each individual student in the Main Office.

B. Student Code of Conduct: General Code

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

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

Students who have violated the Student Code of Conduct should not expect to receive a warning when referred to an administrator. We encourage parents/guardians and students to read through and discuss this handbook.

General Statements:

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

- Chronic misbehavior that disrupts or interferes with any school activity.
- Insubordination to a teacher or other school authority.
- Disregarding reasonable directions or commands by school authorities.
- Disruptions or interferences of school activities.
- Willfully aiding another person to violate school regulations.
- Failure to report the actions or plans of another person to an administrator or teacher where these actions or plans of another person, if carried out, could result

in harm to another person or persons or damage property, when the student has information about such actions or plans.

C. **Prohibited Conduct**

1. **Truancy and Tardiness:** Tardy to class is defined as a student reporting to his/her classroom after the bell rings.
 1. 1st Tardy- Teacher will have a restorative conversation with the student.
 2. 2nd Tardy- Student will complete a reflection form when they enter and give it to the teacher. The staff member will have a brief follow-up conversation with that student, as quickly as possible when time allows.
 3. 3rd/4th Tardy- Teacher/staff member contacts home (this could be a phone call, email or text).
 4. 5th Tardy & Beyond- Teacher discretion

If a tardy exceeds five minutes, it is considered a class cut. This includes absences from study hall, class, or any other properly assigned activity.

2. **Disruption to School:** A student may not, by use of violence, force, coerce, threaten, haze, harass, submit a false alarm, act insubordinate or commit repeated acts of misbehavior, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities. This may also include bullying, harassment, or violence that takes place within a dating relationship.
3. **Profanity and/or Obscenity – Written, Verbal Gesture, or Other Means:** A student shall not perform any act of a lewd or obscene nature or by written, verbal, gestures or other means, violate, annoy or humiliate others or disrupt the educational process. The possession of pornography, including any on multimedia tools such as computers, cell phones, or other electronic devices, on any school property or at any event is strictly prohibited. Illegal acts will be reported to law enforcement.
4. **Fighting, Assault and/or Threat Thereof:** A student shall not physically attack or threaten to attack any person on school property, or while in attendance at any school activity, function or event off school grounds, including District owned vehicles. This also includes assault on school employees. This can also include threats via social media provided these threats have the potential to cause disruption to the educational process.
5. **Destruction of Property: (School or Private):** A student shall not cause or attempt to cause willful destruction or defacement of school or private property, including District owned vehicles, either on school grounds or at any school activity, function, or event off school grounds.
6. **Theft:** A student shall not take or attempt to take into possession the public property or equipment of the school district or the personal property of another. This may include receiving stolen property.
7. **Dangerous Weapons, Instruments and Objects:** A student shall not possess, handle, transmit, or conceal any object that might be considered a dangerous weapon or instrument capable of harming another person. Weapons or look-alike

- weapons are not permitted on school property. Violations of the Code of Conduct involving weapons or look- alike weapons are subject to expulsion for one school year. Students shall not bring look-alike weapons to school even for educational activities.
8. **Use/possession of any explosive, incendiary or poison gas or the misuse/possession of chemical sprays:** This is strictly prohibited.
 9. **Trespass and/or Loitering/Out of Location:** A student shall not be present in a school building or on school grounds at unauthorized times, which may cause disruption to an activity, function, or the educational process. Loitering in halls, restrooms, and stairwells, is unacceptable, since these are high traffic areas.
 10. **Tobacco:** A student shall not smoke, use, or possess any substance containing tobacco, including, but not limited to: cigarettes, cigars, pipes, clove cigarettes, Vapor eCigs, and chewing tobacco; or use tobacco in any other form. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location. Lighters and matches are also prohibited.
 11. **Narcotics and Drugs:** A student shall not possess, use, transmit, conceal, traffic or consume prior to or be under the influence of any dangerous drug (prescription or illegal), narcotic, paraphernalia, or any substance that causes physical or mental change.
 12. **Look-Alike Drugs:** A student shall not make, possess, use, transmit, traffic, sell or offer to sell counterfeit controlled substances (prescriptions), narcotics (illegal drugs), or paraphernalia.
 13. **Alcoholic Beverages:** A student shall not possess, use, transmit, conceal, consume prior to or be under the influence of any alcoholic beverage or any substance that causes physical or mental change.
 14. **False I. D.:** A student shall not use or attempt to use false identification to mislead school personnel.
 15. **Extortion:** A student shall not obtain or attempt to obtain another person's property, either by implied or expressed threat.
 16. **Forgery:** A student shall not falsify, in writing, the name of another person, times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school.
 17. **Breaking and Entering:** A student shall not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function, or event off school grounds.
 18. **Plagiarism:** A student shall not use the ideas, theories, opinions, or works of another person without giving credit to that other person.
 19. **Unauthorized Assistance:** A student shall not use the ideas, theories, opinions, or works of another person without giving credit to that other person.
 20. **Lying/Tampering:** A Student shall not falsify information to school authorities who are in the legitimate pursuit of their jobs.
 21. **Theft/Stealing:** A student shall not take, view, keep, or possess the personal property or academic work of another in an unauthorized manner.

22. **Technology Violations:** Violation of the district's technology policy, misuse of district technology, resources and violations to the Acceptable Use Policy are violations that are subject to disciplinary action.

This student code of conduct applies to all Finneytown Secondary Campus students:

- During the school day.
- At school functions. Activities such as Homecoming, Prom, field trips and other specified activities.
- At any school site in the Finneytown School District.

Students may be subject to discipline for violation of the Student Code of Conduct that occurs while a student is in the custody or control of the school, on school grounds, while at a school sponsored function or activity or on school-owned or provided transportation vehicles.

D. RP Room- An Open Space

Mission/Purpose: An open space that provides the possibility for students and staff to self-reflect, to learn, and to grow through Restorative Practices.

Objectives:

- To support our students by providing them with an alternative to punishment.
- To restore situations in order to get students back in the classroom.
- To provide restorative skills for our students to decrease repetitive disruptive behaviors.
- To support staff by providing timely feedback with the applied restoration.
- To create a community with the on-going co-creators of the space.
- To share information with the counseling office and the administration.
- To document each student who has been provided with any type of support.

E. After School Program (ASP)

After School Program is a detention period for 1 hour in length from 3:05 to 4:05 Monday through Thursday. Students failing to serve their assigned 1 hour ASP will then be required to serve a 1 hour principal's ASP on Friday from 3:05 to 4:05.

F. Emergency Removal

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

G Out of School Suspension (OSS)

While on suspension or expulsion the student may not be on school district property, attend school or school related functions. Students are permitted to complete class work for full credit while suspended

H. **Search and Seizure Policy**

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

V

Extracurricular Activities



A. Attendance Policy

A student may not participate in extracurricular or other activities on a given day if he/she is **not in attendance for three full class periods** of that same day unless he/she provides evidence of medical approval or approval of a building level administrator. Students must also be in attendance on the day school was last in session to participate in weekend games or activities.

B. Extracurricular Activities Guidelines

The purpose of education is to develop the whole person of the student. For this reason, an educational program must embody as an essential element, activities that involve students beyond the classroom and foster the values that come from interaction and united effort.

C. Grades and Student Athletic Eligibility

Participation in athletic activities encourages sportsmanship, responsibility, duty, loyalty, teamwork and other qualities which add to a balanced education. The opportunity to participate in such activities should also provide an incentive to progress academically. The objective of our eligibility policy is to encourage participation in athletics and encourage academic progress. It is also intended to identify and encourage parental and coach involvement and intervention in both academics and athletics.

In order to be eligible to participate in athletic activities, students must pass a minimum of five classes (excluding PE) in the previous grading period and earn a grade point average (GPA) of 1.0 or higher for the previous grading period. (This is not a cumulative GPA.)

At the end of the quarter, students who have not achieved a 1.0 GPA and who do not pass five classes (excluding PE) will be deemed ineligible for the entire next quarter.

VI

Harassment and Bullying



5517 - ANTI-HARASSMENT

General Policy Statement

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

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

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

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

Other Violations of the Anti-Harassment Policy

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

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

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

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

Harassment

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

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

Sexual Harassment

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

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

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

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

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

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

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it

creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

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

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

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

Anti-Harassment Compliance Officers

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

Dr. Jen Dinan
Assistant Superintendent
513-728-3700
8916 Fontainebleau Terrace
Cincinnati, OH 45231
jdinan@finneytown.org

Eric Muchmore
513-728-3700
8916 Fontainebleau Terrace
Cincinnati, OH 45231
emuchmore@finneytown.org

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

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

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

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

Investigation and Complaint Procedure

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

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun,

the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

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

Informal Complaint Procedure

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

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

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

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

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

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

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

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

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

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

Formal Complaint Procedure

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

A student who believes she/he has been subjected to offensive conduct/ harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of

harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

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

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

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

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

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

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

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

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

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

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

The decision of the Superintendent shall be final.

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

Privacy/Confidentiality

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

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part

of a harassment investigation is expected not to disclose any information that s/he learns or that she/he provides during the course of the investigation.

Sanctions and Monitoring

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

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

Retaliation

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

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

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

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

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to

investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

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

Education and Training

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

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

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

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

Harassment, intimidation, or bullying means:

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

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

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

intimidating, threatening, or abusive educational environment for the other student(s).

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

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

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

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

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

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

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

indicated above.

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

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

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

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

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

Complaints

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

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

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

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

Privacy/Confidentiality

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

Reporting Requirement

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

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

Immunity

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

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each

school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

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

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

Education and Training

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

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

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

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

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

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