

**HUBER HEIGHTS CITY SCHOOLS
STUDENT DISCIPLINE AND INFORMATION HANDBOOK
2017-2018**

Mission Statement
Huber Heights City Schools

Empowering our students to be academically and socially prepared for their futures through the support of excellent teachers and staff, families and community partners.

Board Adopted October 9, 2014

STUDENT DISCIPLINE

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

Parents should:

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

Students should:

- A. Be prepared for classroom instruction.
- B. Develop positive attitudes toward learning and school citizenship.

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

STUDENT ATTENDANCE IN SCHOOL, GRADES K-12

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

The laws of Ohio require that school attendance shall be compulsory between the ages of six and eighteen. Kindergarten attendance is considered essential. Students, parents/guardians/custodians, and school officials have a legal obligation to abide by and enforce the state attendance laws.

The primary responsibility for regular school attendance rests with parents. Teachers and administrators will use all possible means to communicate with, counsel, and impress upon parents/guardians/custodians (using civil authorities when necessary) their legal obligation to assure that their children attend school and classes regularly.

The parent or legal custodian of a student is directed to report to the appropriate school administrator, by telephone or otherwise, that his/her child will be absent for a specified number of days, or part of a day, from school. Notification must occur as early as possible the same day the student is absent from school but no later than one hour after the start of the school day.

Classification of Student Absences from School

A student may be legally absent from school or classes, in accordance with Ohio Revised Code 3321.04, for the following reasons:

1. personal illness of the student;
2. illness in the student's family;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours) or

8. as determined by the Superintendent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

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

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

The attendance officer provides notice to the parent of a student who is absent with or without excuse for 38 or more hours in one school month or 65 or more hours in a school year.

When absences surpass the threshold for a habitual truant, (any student who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year) the student is assigned an absence intervention team. At the time of notice, the District may take any appropriate action as outlined in Board Policy JEDA as an intervention strategy. The plan includes, at minimum, a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress.

STUDENT CODE OF CONDUCT

Board of Education Policy JFC

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

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

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations

to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

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

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

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

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

During such time that a student is suspended out of school, he/she will receive failing grades and no credit for any daily school work, quiz, test, exam, etc., to be assigned and turned in during this time.

Any schoolwork assigned prior to the days of suspension can be turned in for grades and credit, provided the completed assignment is turned in to the teacher by the student's parent/guardian/custodian on the date the assignment is due. Any work assigned during the days of suspension and due after the student's return to school can be turned in for grades and credit if it is turned in to the teacher on time.

OHIO DEPARTMENT OF EDUCATION'S DISCIPLINARY CODES AND DEFINITIONS:

01 Truancy

No student shall be absent from school without a school-approved excuse.

03 Fighting/Violence

No student shall participate in an incident involving physical violence.

04 Vandalism - Damage to School or Personal Property

No student shall participate in the willful destruction or defacement of school or personal property.

05 Theft/Sealing Personal or School Property

No student shall participate in the unlawful taking of property belonging to another person.

06 Use, Possession, Sale, or Distribution of a Firearm

The use, possession, sale, or distribution of a firearm on school property or at a school related function is prohibited. A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-alikes should not be reported with this option.

07 Use, Possession, Sale, or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary, or Poison Gas

The use, possession, sale, or distribution of a dangerous weapon other than a firearm or explosive, incendiary, or poison gas on school property or at a school related function is prohibited. This includes any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury except that such a term does not include a pocket knife with a blade of less than 2 ½ inches in length (18 U.S.C., Section 930).

08 Use, Possession, Sale, or Distribution of Any Explosive, Incendiary, or Poison Gas

The use, possession, sale, or distribution of any explosive, incendiary, or poison gas on school property or at a school related function is prohibited. This would include any destructive device, which would include a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.

09 Use, Possession, Sale, or Distribution of Tobacco Products

The use, possession, sale, or distribution of tobacco products on school property or at a school related function is prohibited. This includes smokeless tobacco.

10 Use, Possession, Sale, or Distribution of Intoxicating Alcoholic Beverages

The use, possession, sale, or distribution of intoxicating alcoholic beverages on school property or at a school related function is prohibited.

11 Use, Possession, Sale, or Distribution of Drugs Other Than Tobacco or Alcohol

The use, possession, sale, or distribution of any controlled drug other than prescription medication that has been administered in accordance with the district's policies on school property or at school related functions is prohibited.

14 False Alarms/Bomb Threat

Any threat (verbal, written, or electronic) by a student to bomb or use of other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff is prohibited.

18 Disobedient/Disruptive Behavior

Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures) on school property or at a school related function is prohibited.

19 Hazing and Bullying (Harassment, Intimidation and Dating Violence)

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or 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. This behavior is prohibited on school property, on a school bus/vehicle or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

20 Firearm Look-Alikes

Any items that resemble a firearm but does not have the explosive characteristics of a firearm but may use a spring - loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, BB guns, pellet guns) on school property or at a school related function is prohibited.

21 Unwelcome Sexual Conduct

Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures, or jokes or pressure to engage in sexual activity) on school property or at a school - related function is prohibited.

22 SERIOUS BODILY INJURY

Any bodily injury that involves substantial risk of death, unconsciousness, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty (18U.S.C. &1365(3)(h) is prohibited.

THE FOLLOWING DISCIPLINARY CODES AND DEFINITIONS ARE IMPLEMENTED BY THE HUBER HEIGHTS BOARD OF EDUCATION IN ADDITION TO THE STATE-RELATED CODES AND REGULATIONS LISTED ABOVE:

A. Disruption of School

1. No student, by use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, or any other misconduct, shall cause the disruption or obstruction of any lawful mission, process, or function of the school or cause other students to engage in such conduct.
2. The following acts are prohibited:
 - a. Occupying any school building, school grounds, or part thereof, to deprive others of its use.
 - b. Blocking the entrance or exit of any school building, or corridor or room therein, to deprive others of lawful access to and from, or use of, the building or corridor or room.
 - c. Attempting to set fire to or damaging any school building or property or initiating a false fire alarm. Students may not use unauthorized fire.
 - d. Preventing or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school premises.
 - e. Continuously and/or intentionally creating noise or acting in any manner so as to interfere with a teacher's ability to conduct his/her class.
 - f. Wrongfully discharging an alarm system or causing electrical and/or heating systems to malfunction.
 - g. Trespassing.
 - h. Engaging in sexual acts or conduct on school premises.

- i. Falsifying information given to a school authority.
- j. Refusal to acknowledge/accept any properly administered discipline.
- k. Unauthorized use of an electronic communication device, cell phone, or any object that resembles such devices or is represented to be one of these devices. Such items are not to be visible, turned on, or operational during regular school hours unless approved by the teacher and/or administrator.
- l. Possession or distribution of materials found to be objectionable to a majority of the community due to its pornographic, obscene, or libelous content.
- s. Posting or distributing materials on school property without the permission of the proper authority.
- t. Remaining on school property for more than twenty (20) minutes after the completion of the regular school day, or the school activity in which the student was a participant, without the permission of a staff member.
- u. Spitting, urinating, or defecating in an inappropriate location or appliance not designed for such activity.
- v. Inappropriate use of fire or safety equipment.

B. Damage, Destruction, or Theft of School Property

No student shall attempt to cause damage to school property, including defacing. No student shall steal or knowingly be in possession of stolen school property. This also includes copyright infringement and the corruption and/or deletion of electronic data.

C. Damage, Destruction or Theft of Private Property

No student shall attempt to cause damage to private property, including that of other students, teachers, administrators, or other school employees. No student shall attempt to steal or knowingly be in possession of stolen private property. This also includes copyright infringement and the corruption and/or deletion of electronic data.

D. Aggression Upon Another

No student shall attempt to cause or threaten physical injury or physical imposition or behave in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow student, or any other person. This includes "horseplay," which is defined as any physical contact, or verbal statements by and/or between a student and any other student, employee, or other party which the student knows or reasonably should know may result in a fight or other physical altercation and the unauthorized throwing of any object, including snowballs.

E. Abuse of Another

No student shall use or direct to, or about, a school employee or student such words, phrases, or actions which are considered to be slanderous, disrespectful, or degrading in nature and/or words or phrases which are racial slurs, obscene, or profane. Profanity is defined as that which would be perceived by a reasonable person as cursing, swearing, obscene, vulgar, abusive, disrespectful, and in general language considered to be in poor taste.

F. Weapons in the Schools

No student shall knowingly possess, any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade.

G. Narcotics, Alcoholic Beverages, and Stimulant Drugs

No student shall possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

H. Failure to Obey Instructions

No student shall fail to comply with any lawful instructions or requests of teachers, student teachers, substitute teachers, security personnel, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of such school personnel. No student eligible for bus transportation shall fail to comply with school bus regulations or fail to obey the directions of the bus driver or other supervision personnel, including chaperones.

I. Tobacco and Related Materials

Tobacco is defined to include any lighted or unlighted cigarettes and any other cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic cigarettes and any other smoking product, and spit tobacco, also known as smokeless dip, chew and snuff in any form. No student is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours in any building, facility or vehicle leased or owned, rented or chartered by the District or on school grounds, athletic facilities or parking lots. No student is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours, at any school-sponsored event off campus. Additionally, no student is permitted to possess cigarettes, other tobacco products, papers used to roll cigarettes, lighters or other paraphernalia at any time...

J. Removing or Altering Student Records

No student shall remove any student record from its official place of deposit without permission of the record custodian or shall inspect, alter, change, transmit, or copy any unauthorized academic information or materials in any format. No student shall forge any school-related documents.

K. Attendance

No student shall fail to comply with state attendance laws, including, but not limited to, truancy from a specific class and tardiness to school in general or to a specific class. No student shall fail to attend a properly assigned detention or Saturday/Friday School unless excused by an appropriate staff member. No student shall leave school property or assigned educational location once he/she has come under the supervision of a school employee prior to specified dismissal times without official permission.

L. Dress and Grooming

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students.
3. Dress and grooming are not such as to disrupt the teaching/learning process.

M. Gambling

No student shall participate in gambling of any kind or be in possession of any gambling devices.

N. Student Activities

No student shall violate the rules or regulations of, or misappropriate funds from, any school activities.

O. Traffic and Parking Controls

Parking is prohibited on school property without the appropriate parking sticker for any purpose. Parking space is limited; therefore, rules are promulgated to permit maximum utilization of space and safe traffic flow and provide for appropriate fire lanes.

P. Rules and Regulations

No student shall fail to comply with school rules and regulations properly established for the efficient operation of the school. No student shall commit an act in violation of the Ohio Criminal Law, Ohio Traffic Code, or the Ohio Juvenile Code.

Q. Counterfeit Drugs

No student shall directly or indirectly represent any counterfeit controlled substance as an illegal or controlled substance. In addition, no student shall possess, make, sell, offer to sell, or deliver any substance known to be a counterfeit drug.

R. Communicable Diseases

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

S. Loitering

Loitering means remaining idle in essentially one location, and it includes the concept of walking around aimlessly. No student shall loiter on any school property, including school halls, rest rooms, parking lots, athletic fields, etc., in such a manner as to do any of the following:

- a. Create or cause to be created a danger or a disruption to the proper operation of the school and its programs.
- b. Create or cause to be created any disturbance or annoyance to the comfort of another person.
- c. Obstruct the free passage of pedestrians or vehicles.
- d. Obstruct, molest, or interfere with any persons properly conducting themselves.

This shall include the making of unsolicited remarks of an offensive nature which annoy or disturb the person or persons to whom, or in whose hearing, they are made.

T. Gangs

No student shall wear, carry or display gang paraphernalia or exhibit behaviors or gestures that symbolize gang membership or cause and/or participate in activities that intimidate or affect the attendance of another student. This includes all forms and instruments of harassment and bullying, including electronic communication devices.

The Board believes gangs or gang activity create an atmosphere where violations of policies, regulations and State laws may occur. Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment are not tolerated by the District

Incidents on district property or at school sponsored activities involving initiations, hazings, intimidations and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm are prohibited.

U. Hazing

No student or student organization shall cause or participate in hazing. Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates substantial risk of causing mental or physical harm to any person

GUIDELINES FOR CORRECTING STUDENT CONDUCT

A. Denial of School Privileges

Students at any grade level may be denied school privileges by the principal or his/her designee. Such privileges may include, but are not limited to, the following: recess, eating with friends in the cafeteria, movement in a classroom normally permitted students who exhibit good citizenship, moving freely in non-classroom areas of the school, attending school assemblies and co-curricular/extracurricular events, etc. Special educational events may also be denied.

B. School Detention

Students at grade levels K-12 may be kept either before or after school, at the discretion of teachers and with approval of the principal, for classroom or school misconduct. Students shall be given one day advance notice by the detaining teacher and are responsible for informing their parents. Any parent/guardian/custodian who does not wish a student to be disciplined by school detention may choose a one-day suspension as an alternative. Students who ride the school bus to and from school are subject to the same detention guidelines as those students who walk or otherwise commute to school. It is the parent/guardian/custodian's responsibility to provide transportation for before-school or after-school detention.

C. Probationary Status

Any student in grades K-12 may be placed by the principal on probationary status through the end of a current marking period or semester for repeated misconduct. Such a student may be required to follow an individualized behavior plan or contract. The parent/guardian/custodian shall be notified in writing when a student is placed on probation, and they should be informed of the cause(s) and conditions of the probation.

D. In-School Suspension

Upon decision by the building principal or his/her designee, a student may be removed from classes and school activities and assigned to ISS within the school building for not more than ten (10) consecutive days at any time. No later than the first day of such assignment to ISS, the parent/guardian/custodian shall be notified by the principal via phone call or letter.

E. Thursday School

A student may be required by a principal to attend a Thursday School.

F. Out-of-School Suspension

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. No period of suspension is for more than 10 school days.

If, at the time of suspension is imposed, fewer than 10 days remain in the school year, the superintendent may require the student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension.

G. Emergency Removal

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant

principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

H. Expulsion

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the Student Code of Conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. A student cannot be expelled or removed from school solely because of unexcused absences.

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

Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

I. Juvenile Court

Any violation of the Student Code of Conduct which is also a violation of the laws of the State of Ohio or the City of Huber Heights, such as attendance, may also be referred to Juvenile Court for appropriate action.

GUIDELINES FOR ADMINISTERING THE STUDENT CODE OF CONDUCT

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

A. Vandalism

Any student found guilty of any form of vandalism or defacement of school property may be subject to suspension or expulsion.

Parents are liable up to the amount provided by law for the willful destruction of property by a minor in their custody or control.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

B. Alcohol use by Students/Student Drug Abuse

No student shall possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed school-sponsored events; in other situations under the authority of the district or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.

Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.

Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.

If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation.

A reduction in penalty may be considered if the student receives professional assistance.

C. Setting Fires

The Board of Education regards a student who ignites a fire or incendiary device in a school building as a menace to the health and welfare of the entire community of the school. Any student who ignites or attempts to ignite a fire on or about school property or at any school activity (e.g., locker, lavatory, classroom, non-classroom area of school property, or school bus/vehicle), without permission or authorization of school personnel, may be suspended and/or expelled from school. In addition, school officials may refer the case to police and/or fire authorities.

D. Bomb Scares and False Alarms

Any student who communicates to the school a false bomb scare, or intentionally initiates a false fire alarm, may be assigned after-school detention, in-school suspension, out-of-school suspension, and/or expelled from school. School officials shall promptly notify the parent/guardian/custodian and may refer the case to police and/or fire authorities.

E. Weapons and Dangerous Instruments

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school vehicle if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm or the person knowingly displays or brandishes the object and indicates that it is a firearm.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county juvenile judge and registrar of motor vehicles within two weeks of the suspension, expulsion or permanent exclusion.

F. Physical Assaults

Any student who causes or attempts to cause or threatens physical injury or physical imposition, or behaves in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow student, or any other person, may be assigned after-school detention, in-school suspension, out-of-school suspension, or expelled from school, depending upon the seriousness of the situation. School officials shall notify the parent/guardian/custodian and contact the police if the situation warrants it.

A student sixteen years of age or older who is either convicted in criminal court or adjudicated as delinquent by a juvenile court of aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition, or felonious sexual penetration may be permanently excluded from school by the State Superintendent of Instruction.

G. Legal Drugs

Students are not to be in the possession of any prescription or legal non-prescription drug on school property, at school activities, or under the supervision of the school's authority without permission of an appropriate school staff member.

1. Prescription Drugs

- a. A student in possession of a prescription drug that is prescribed for the student, and there is no evidence that the student is distributing it to others, inappropriately displaying it, or representing it as an illegal drug, will have the medication confiscated, parents notified, and be assigned a Saturday Session for the first violation. Repeat violations will result in suspension and possible expulsion.
- b. The sale, distribution, or misrepresentation of a prescribed medication is treated like an illegal substance.

2. Non-prescription drugs that are not illegal for the student to purchase or possess.

- a. A student in possession of a non-prescription drug that is not illegal for the student to purchase, possess, or use, and there is no evidence that the student is distributing, displaying, or representing it as an illegal drug to others, will have the drug confiscated and be assigned a Saturday Session. Repeat violations will result in suspension and possible expulsion.
- b. A student who distributes or attempts to distribute a legal non-prescription substance to others as a legal drug or substance will be suspended from school.
- c. A student who possesses, transmits, or distributes a legal non-prescription substance by misrepresenting it as a prescription or illegal substance will be suspended and recommended for expulsion.

H. USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS

Students may be allowed to possess cellular telephones and other electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are used in compliance with building regulations.

Student cell phones or other electronic communication devices will not be visible, turned on, or operational during regular school hours unless approved by the teacher and/or

administrator. Student violations of this policy will include the following:

Junior High School Consequences

Consequences may include the following based on the severity of the violation and/or the number of reoccurrences:

Thursday School
In School Suspension
Out of School Suspension
Recommendation for Expulsion

High School Consequences

1. First offense: Thursday School
2. Second Offense: 2 Thursday Schools
3. Additional Offense: Out of School Suspension
4. Recommendation for Expulsion

The District assumes no liability if devices are broken, lost or stolen. Notices of this policy are posted in a central location in every school building and in the student handbooks.

SCHOOL BUS/VEHICLE TRANSPORTATION

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

A. Expectations

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

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

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

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

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

B. Operation and Safety Rules

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

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

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

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

C. Transportation Disciplinary Action

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

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

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

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

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

SEARCH AND SEIZURE / INTERROGATION

A. Search of School or Personal Property by a Law Enforcement Officer

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

B. Search of a Student or Personal Property by School Authorities

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

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

C. Search of Lockers and Other School Property by School Authorities

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession.

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

D. Search of Vehicles on School Property

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

E. Interrogation by Non-School Agents

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

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

F. Removal from School by Non-School Agents

When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).

G. Interrogation by School Authorities

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

SEARCH OF ELECTRONIC DATA

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

DUE PROCESS FOR STUDENTS (Board Policy JF)

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

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

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

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

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

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

A. Assignment of In-School Suspension

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

B. Student Suspension

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct, No period of suspension is for more than 10 school days. If, at the time of the suspension is imposed, fewer than 10 days remain in the school year, the superintendent may require the student to perform a community service or another alternative consequence for the number of hours remaining in the student's suspension.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within 24 hours, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
 - A. Superintendent;
 - B. Treasurer and

C. Student's school record (not for inclusion in the permanent record).

6. Permanent Exclusion - If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Appeal Procedure

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

Appeal to the Court

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

C. Student Expulsion

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the Student Code of Conduct. A student cannot be expelled from school solely because of unexcused absences. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representatives have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days or more than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

Appeal to the Board

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

Appeal to the Court

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

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

D. Emergency Removal of a Student

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held within three school days after the removal. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing.

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

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

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

E. Appeals to the Board of Education

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

6. The decisions of the Board or its designee may be appealed to Common Pleas Court under Chapter 2506 of the Ohio Revised Code.

F. Removal from Extracurricular Activities

1. The Superintendent, principal, or his/her administrative designee can prohibit a student from participating in any particular or all extracurricular activities of the district for up to one year for violation of the Student Code of Conduct.
2. Personnel employed by the district to direct, supervise, or coach a pupil activity program can prohibit a student from participating in a particular extracurricular activity for a time period not to exceed the length of the activity's current participation season. Decisions by supervisors and coaches regarding athletic activities can be appealed to the Athletic Director. Decisions by supervisors or coaches in non-athletic activities can be appealed to the principal.

G. Discipline of Students With Disabilities

Disciplinary action of students with disabilities proceeds in a manner that protects the welfare and order of the community as well as recognizes the special needs of the student.

The District will comply with all State and Federal laws and regulations governing the discipline of students with disabilities. All students, including those with disabilities, will be referred to law enforcement officials when required by law and may be referred to law enforcement officials when their conduct constitutes a crime.

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

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (Restraint and Seclusion)

Positive Behavioral Interventions and Supports (PBIS)

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

All student personnel, as defined by OAC 3301-35-15, are trained annually on the SBOE's and the District's policies and procedures regarding restraint and seclusion.

The District's seclusion and restraint policies and procedures are posted on the District's website.

NO TOBACCO USE ON DISTRICT PROPERTY

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

the age of 18. The Board recognizes that staff and school visitors serve as role models to students and, therefore, has adopted a 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use. The District policy has defined "tobacco" to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

Surveillance Equipment

The Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles.

Surveillance cameras may be used both inside and outside of buildings and on school vehicles to assist in the security of students, staff and property.

Board Policies

The Board Policies for the Huber Heights City School District can be found in their entirety at www.huberheightscityschools.org.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

Student Records

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

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

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

1. by prior written consent;
2. as directory information and
3. Under other limited circumstances, as enumerated under administrative regulations.

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

The student's name, address, telephone number(s), date and place of birth, participation in officially recognized activities and sports, achievement awards or honors, weight and height, if a member of an athletic team, major field of study, dates of attendance ("from and to" dates of enrollment) and date of graduation.

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student

has informed the Board that any or all such information should not be released without their prior written consent.

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

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

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

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

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

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

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

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

The Huber Heights City School District has directed all school employees to comply with Title IX of the Educational Amendment of 1972, Title VI and VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. No person in the United States

shall, on the basis of sex, race, creed, religion, origin, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination of qualified handicapped persons in regard to access to programs and courses, access and use of school facilities, and employment.

Title IX covers such areas as access to programs and courses, use of school facilities, physical education, athletics, extra-curricular activities, requirements of students, and employment.

The Huber Heights City School Board will not tolerate harassment, sexual harassment, discrimination, or violence. Employees, students, or persons who use school property or services who engage in harassment, sexual harassment, discrimination, or violence of another person shall be subject to disciplinary actions.

Grievance procedures have been developed. It is hoped that individual complaints alleging any action that would be contrary to State or Federal laws would be resolved by use of these procedures. Copies are available upon request. Complaints may also be filed with the Huber Heights City Schools' compliance officers at 5954 Longford Road, Huber Heights, OH 45424, telephone (937) 237-6300. The compliance officer for Title IX is Shelley Hilderbrand, Assistant Superintendent. The compliance officer for Section 504 is Beth Zugelder, Director of Special Services. Complaints may be filed directly with the Office of Civil Rights, Cleveland, Ohio 44114.

NOTICE OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student's parents.
 2. Mental or psychological problems of the student or student's family.
 3. Sex behavior or attitudes.
 4. Illegal, anti-social, self-incriminating, or demeaning behaviors.
 5. Critical appraisals of others with whom respondents have close family relationships.
 6. Legally recognized privileged relationships such as with lawyers, doctors, or ministers.
 7. Religious practices, affiliations, or beliefs of the student or parents.
 8. Income, other than required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of -
 1. Any other protected information survey, regardless of funding.
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student except for hearing, vision, or scoliosis screenings, or any physical screening permitted or required under State law.
 3. Activities involving collection, disclosure, or use of personal information obtained from the students for marketing or to sell or otherwise distribute the information to others.

- Inspect upon request and before the Administration or use of -
 1. Protected information surveys or students.
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
 3. Instructional material used as part of the educational curriculum.

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

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

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-4605

**NOTICE OF PRIVACY PRACTICES REGARDING MEDICAL RECORDS
 THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT STUDENTS
 MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS
 INFORMATION.**

If you have any questions about this notice, please contact the Department of Special Services, Huber Heights, City Schools, 5954 Longford Road, Huber Heights, Ohio 45424, (937) 237-6300.

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

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

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

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

1. As required by law.
2. For public health services.
3. In connection with the investigation of abuse, neglect, or domestic violence.
4. To health oversight agencies in connection with health oversight activities.
5. For judicial and administrative proceedings.

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

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

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

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

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

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

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

limit our use, disclosure, or both, and to whom they want the limits to apply (for example, disclosures to their spouse).

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

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

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

Complaints If you believe your privacy rights have been violated, you may file a complaint with the district. To file a complaint, please contact the Treasurer, Huber Heights City School District, 5954 Longford Road, Huber Heights, Ohio 45424, (937) 237-6300.

All complaints must be submitted in writing. You can also complain to the Office of Civil Rights, U. S. Department of Health and Human Services, 200 Independence Avenue, S.W., Room 209F, HHH Building, Washington, D.C. 20201-0004, (800) 368-1019.

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

RIGHT TO REVIEW TEACHER QUALIFICATIONS

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

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

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

Technology Acceptable Use
District Cloud Account Guidelines

Contained in this section are the
District Technology Acceptable Use Policy and District Cloud Guidelines.

Please read the following AUP and Guidelines carefully.

If you have any questions, please contact your school Principal.

To grant permission for your student to have Internet access, Student Cloud access,
or Technology/Data Network access, please visit the HHCS website at

<http://www.huberheightscityschools.org/schools/wayne/>

to download the AUP Agreement form if you have not received one. You
may also obtain one from the Wayne High School Principal's Office.

Please fill it out, sign it and turn it in to your student's homeroom teacher.

One AUP for each student must be submitted.

Parent/Guardian must sign for students under 18 to grant permission.

All students must sign the AUP Agreement form to indicate they
have read the AUP and Guidelines.



ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR HUBER HEIGHTS CITY SCHOOL DISTRICT'S TECHNOLOGY (Student)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

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

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

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

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

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

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

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

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

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

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

1. Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.

5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

EXTENDED GUIDELINES ON DISTRICT CLOUD ACCOUNT USE AT AND OFF CAMPUS

myhhcs.org Google Docs



Students at Huber Heights City Schools can now participate in the use of a special Web 2.0 tool this year. This free tool is Google Apps for Education. Google Apps for Education streamlines and organizes student work. The tool makes word processing, spreadsheet, presentation, and other software tools available for students through a pass-word protected school cloud. All student documents and presentations can be created and stored online and will be accessible from home, school, and anywhere there is an Internet connection. This means students can also work on assignments at home, the library and while traveling, if they choose. Students can access Huber Heights City Schools' Google Apps for Education site at:

<https://www.google.com/a/myhhcs.org/ServiceLogin?>

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

The main reason we are writing this letter is to ask your permission to create an online account for your child. The account will be used to access the services described in this letter. Federal law requires that students under the age of 13 have parental permission to submit any information of this type to a website.

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

Purposes

We will be using Web 2.0 applications for the purposes of:

- Responding to and commenting on curriculum topics as we study them
- Creating written projects and commenting on each others' work
- Encouraging process writing
- Practicing persuasive writing
- Writing creatively
- Practicing taking varied points of view on a topic
- Sharing classroom events with families
- Sharing special projects with local, national and global audiences
- Discussing current events
- Making classroom suggestions
- Creating dynamic and vibrant research
- Working with multimedia in a collaborative environment

Terms and Conditions

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

The teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning community. All participants will respect the teachers' time and professionalism by supporting the same positive approach.

Participants will only use these tools at the direction of their teachers and to complete Huber Heights City Schools' class assignments.

No student, or other participant, may include any information or images on the site that could compromise the safety of him/her or other class members. Participants should avoid specific comments about location or schedules, if they would be visible to outsiders.

All participants will be respectful in their postings and comments. No trash-talk, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated.

No student or other participant may post, comment, or change settings on the sites in violation of these terms and conditions.

All participants must protect their log-in and password information, as well as class passwords (if any). If participants suspect that a password has been compromised, they must notify the teacher immediately. Students are solely responsible for all activities that occur under their account.

No participant may share his/her log-in information or protected information about the site with anyone who is not a participant. This includes adding trackbacks or other means by which outsiders can access the site without permission.

Any participant who is aware of violations of this agreement by others must report these violations to the teacher immediately both verbally and in writing (email or note).

All use of these services must be in accordance with the Huber Heights City Schools Board of Education's Acceptable Use Policy, including entries made from computers outside of school.

Un-cited use of copyrighted material in any student work will be deemed as plagiarism and disciplined accordingly.

No posting or comment may facilitate or promote illegal activity, either overtly or by implication.

Use of myhhcs.org may at times include hyperlinks to other web sites or content or resources. Huber Heights City Schools may have no control over any websites or resources which are provided by companies or persons other than Google or Huber Heights City Schools and takes no liability for those sites.

Consequences:

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

PROFANITY AND HORSEPLAY

The Huber Heights City School District Board of Education and staff consider an environment conducive to learning to be a high priority. If staff and students do not feel comfortable and safe in our schools, then teaching and learning become secondary.

In an effort to provide an optimal learning environment in our schools, we are taking a strong stance in two areas of concern: profanity and horseplay. These two areas are considered part of the Student Code of Conduct and Board Policy JFC. The appropriate administrator will take into consideration all of the facts known to them in deciding a consequence for violation of the Student Code of Conduct but will use this policy as establishing basic guidelines.

PROFANITY

Profanity is defined as language which would be perceived by a reasonable person as cursing, swearing, obscene, vulgar, abusive, disrespectful, and in general language considered to be in poor taste.

1. Profanity spoken by students but not directed at anyone will result in the following consequences:
First Offense: Saturday School
Second Offense: One day of out-of-school suspension
Third Offense: Three days of out-of-school suspension
Fourth Offense: Ten days of out-of-school suspension with a recommendation to expel
2. Profanity spoken by a student directed toward another student will result in the following consequences:
First Offense: Three days of out-of-school suspension
Second Offense: Five days of out-of-school suspension
Third Offense: Ten days of out-of-school suspension with a recommendation to expel
3. Profanity spoken in a threatening manner by a student directed to or about any staff member will result in a ten-day suspension with a recommendation to expel.

HORSEPLAY

Horseplay is any physical contact or verbal statements by and/or between a student and any other student, employee, or other party which the student knows, or reasonably should know, may result in a fight or other physical altercation.

1. Horseplay stopped by a teacher before a fight begins will result in the following consequences:
First Offense: Saturday School
Second Offense: One day of out-of-school suspension
Third Offense: Three days of out-of-school suspension
Fourth Offense: Ten days of out-of-school suspension with a recommendation to expel
2. Horseplay that escalates into a fight will result in the following consequences:
First Offense: Three days of out-of-school suspension
Second Offense: Five days of out-of-school suspension
Third Offense: Ten days of out-of-school suspension with a recommendation to expel
3. An assault or unprovoked attack will result in a ten-day suspension with a recommendation to expel.

Please review with your son/daughter appropriate school language and conduct. In order for these procedures to be effective and to improve the learning environment of our schools, your help and cooperation as parents are essential. If you have any questions about the procedures outlined above, please contact your child's Principal.

NOTICE OF RECORD RETENTION PROCEDURES

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

CHILD FIND RULE 3301-51-03

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

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

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

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

The Huber Heights City School District maintains an educational management information system and submits data to the Department of Education pursuant to rule 3301-14-01 of the Administrative Code.

If you know of a child with a suspected disability, notify Special Services, Huber Heights City Schools, at 237--6300.