

# Little Miami School District K – 5 Handbook



2023-2024

## TABLE OF CONTENTS

Admissions	13
Attendance Policy	14
Behavior Expectations	Appendix B 43
Birthdays	9
Bullying Statement	29
Bus Conduct/Discipline	38
Bus Transportation	19
Central Registration	11
Change of Address	12
Child Custody	11
Classroom Management	22
Closing School/Delayed Start	8
Code of Conduct	23
Conduct in the Classroom, Academic, and Personal	35
Conferences	19
Discipline	21
Dress Code	36
Fees	9
Food Service	8
General Information	6
Grading	18
Hazing and Bullying	31
Homework Policy	16
Illness at School	12
Late Arrival/Early Dismissal	14
LMES Mission	6
LMSD Mission/Goals/Core Beliefs	5

Locker Search	38
Lost and Found	10
Medications	13
MTSS (Multi-Tiered System of Supports)	22
PAX	22
Personal Items	10
Recess	9
Records/Surveys	10
Reporting Absences	15
Safe Environment/Visitors/Parents Signing Out Children	20
School Hours	6
Sexual Harassment	31
Signing Students Out/Visitors	20
Staff Roster	Appendix A 41-43
Staying Late	7
Suspension/Expulsion Procedures/Emergency Removal	25
Telephone Use by Students	9
Vacation Absence	16
Volunteers	10
Weapons	31

**Title IX Coordinator:** Pamela Coates

No person in the Little Miami Local School District, shall, on the ground of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, military status, disability, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

Homeless Local Liaison: Marla Timmerman (mtimmerman@lmsdoh.org) 513-899-2264

Foster Care Local Liaison: Marla Timmerman (mtimmerman@lmsdoh.org) 513-899-2264



August 7, 2023

Dear Little Miami Families,

We would like to welcome you to the Little Miami School District. We are confident that the 2023-2024 school year will be an exciting educational experience for your child. We strive to create an environment in which all students can excel and develop a positive attitude toward the learning process. You will find our educational program challenging and rewarding.

We look forward to serving your family in the months ahead and know that educating children successfully requires a strong partnership between home and school. We encourage you to take an active interest in your child's daily efforts. The classroom teacher, in most instances, should always be your first point of contact for questions and/or concerns regarding your child.

This handbook is provided so you and your child can become familiar with school and district policies and procedures. We have designed our policies and procedures to ensure the safety of our students as well as creating a productive atmosphere where learning can take place. Please take time to review and discuss the policies and procedures with your child.

We wish your child a safe, healthy, exciting, and productive year of learning.

Sincerely,

Teresa Reynolds, Principal, LM Early Childhood Center  
Amber Huber, Principal, LM Primary  
Alison Gates, Principal LM Elementary

**LITTLE MIAMI SCHOOL DISTRICT MISSION**

*The board believes that it is the responsibility of the school system to ensure that each graduate is college and career ready. To these ends, an environment of high expectations and opportunity shall be created that fosters scholarship and citizenship and develops within each student the ability to become a productive and responsible member of society.*

Goals	Core Beliefs
<ul style="list-style-type: none"> <li>Develop an environment of high academic expectation that maximizes each student’s potential and opportunity for learning.</li> </ul>	Little Miami Board of Education, Administration, staff, students, parents and others will operate in ways that support and demonstrate the following core beliefs:
<ul style="list-style-type: none"> <li>Develop in each student the ability to apply learned skills and knowledge related to college and career readiness.</li> </ul>	1. Academic excellence  2. Safe learning and working environments
<ul style="list-style-type: none"> <li>Develop each student’s ability to become a responsible and productive member of the community.</li> </ul>	3. Quality facilities for quality learning  4. Fiscal responsibility
	5. Adhere to all state and federal requirements

*Objectives*

1. Foster a district-wide culture that demands high levels of achievement, embraces student accomplishments, and provides a safe, secure environment for all students.
2. Partner with community stakeholders to facilitate improvement efforts, identify needs and define solutions.
3. Provide high-quality customer service to all stakeholders.
4. Use existing media outlets to provide communication to inform stakeholders and encourage feedback.



## **LITTLE MIAMI ELEMENTARY SCHOOLS' MISSION**

School staff realizes all children are individuals, and this may be their first experience in social living.

Our desired goal in working with all children is growth. We strive to create a stimulating environment for each child that will arouse his/her interests and curiosity, thus promoting optimal learning. This learning will incorporate the development of academic, relationship, and citizenship skills, a requirement for functioning in our society as productive citizens.

## **GENERAL INFORMATION**

Little Miami Local School District Board Office	513-899-2264
Central Registration	513-899-5116
Little Miami High School	513-899-3781
Little Miami Middle School	513-899-3408
LM Elementary School	513-899-5275
LM Primary School	513-899-2334
LM Early Childhood Center	513-899-5200
Transportation	513-899-2941
Food Service	513-899-5130



Questions regarding sports and/or scouts should be directed to that organization. They are not school-sponsored events.

**School Colors - Green and Gold**

**School Mascot - Panther**

District Web Site: [www.littlemiamischools.com](http://www.littlemiamischools.com)

## **SCHOOL HOURS**

### **Little Miami Early Childhood Center**

609 Welch Rd.  
Morrow, OH 45152

**PLEASE DO NOT DROP OFF CHILDREN BEFORE 9:10 AM. No supervision is available before that time.**

9:10 AM	Building unlocked for students
9:10-9:25AM	Buses arrive; students enter building; breakfast is served
9:25 AM	Classes start
12:10 PM	AM Kindergarten and Preschool Buses Leave
1:10 PM	PM Kindergarten begins
3:55-4:05 PM	Dismissal of students to parent pick up
4:05 PM	Buses Leave

**Little Miami Primary**

7247 Zoar Rd.  
Maineville, OH 45039

**PLEASE DO NOT DROP OFF CHILDREN BEFORE 8:50AM. No supervision is available before that time.**

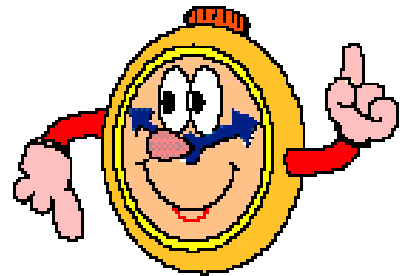
8:50 AM	Building unlocked for students
8:50-9:05 AM	Buses arrive; students enter building; breakfast is served
9:05 AM	Classes start
3:35-3:45 PM	Dismissal of students to parent pick up
3:45 PM	Dismissal of students to bus pick up

**LM Elementary**

605 Welch Rd.  
Morrow, OH 45152

**PLEASE DO NOT DROP OFF CHILDREN BEFORE 8:10 AM. No supervision is available before that time.**

8:10 AM	Building unlocked for students
8:10-8:20 AM	Buses arrive; students enter building; breakfast is served
8:20 AM	Classes start
3:00 PM	Dismissal of students to parent pick up
3:00 PM	Dismissal of students to bus pick up



1. Children should arrive at school in the morning during their arrival window.
2. Students report to their homerooms by their class start time.
3. Car Riders are dismissed at parent pick up times according to each school schedule above. It is imperative that parents arrive on time.



4. Any change in pickup procedures requires a written note or email. Changes may not be made by phone. The office should receive changes by 2:00 P.M.

\*Please plan to pick up your child at the assigned pick-up location, rather than signing him/her out a few minutes early through the office. This helps us safeguard classroom learning time as the class loses 5-10 minutes of instruction time with each interruption. Please note that leaving before dismissal is considered an occurrence for attendance reasons.

**CHILDREN STAYING LATE**



There is no supervision for children after dismissal unless they are involved in an after school activity. A child without a note granting permission to stay for the activity will be sent home in the usual manner.

## **SCHOOL CLOSINGS**

The Superintendent and/or transportation director will make every effort to notify radio and television stations of closings by 6:00 a.m. School closing information can also be accessed on our website at [www.littlemiamischools.com](http://www.littlemiamischools.com) as well as School Messenger. The decision will ultimately be determined by the weather, and on occasion, later announcements or changes may be necessary.

### **90 minute Delay Schedule**

Kindergarten **WILL BE** in session.

**AM Students:** Students start the day 90 minutes later and return home on the bus 45 minutes later than usual. Doors open at 10:40 a.m. Dismissal starts at 12:55 p.m.

**PM Students:** Students will be delayed 45 minutes later than usual and at the end of the day will return home at their regular time. Doors open at 1:55 p.m. Dismissal starts at 3:55 p.m.

●● **Please do not call the school for closing information.**

**Early Dismissal:** The Superintendent and/or transportation director will make the decision regarding early dismissal. After the decision is made, drivers will be assembled as quickly as possible and students will be transported home.

Discuss with your child the possibility of schedule changes, such as early dismissal, and how it will affect them.

## **FOOD SERVICES**

Our breakfast includes: milk/juice, a fruit choice, and a main item. Our lunch includes: a milk/ juice, main choice (1,2, or 3) and additional fruit and vegetable choice. Menus are available on the district website. Breakfast and lunch are served daily.

Any extra lunch items may be paid either online or by sending money with your child.

We promote healthy eating and wellness initiatives. Students are expected to eat lunch unless they have a note from parents giving them permission to skip lunch. Milk, water, and juice are available for purchase with lunch. Pop is not available to students during the school day and should not be part of packed lunches. Students are permitted to buy two snack items with their lunch unless the parent indicates otherwise. Students are not allowed to buy snacks instead of lunch.

\*Free and reduced meal forms are available on-line or in the office for eligible students. Also please note that if you are found eligible, this would also eliminate school fees for your child.



Lunch concerns should be directed to Ron McWhorter, Food Service Director, at 513-899-5130 ext 50113 or Linette Petry, Assistance Supervisor, at 513-899-2334 ext. 50144.

Prices are: Breakfast - \$1.50 \* Lunch - \$2.55\* Milk - 55¢\*

### FEES

School fees are collected for each student in kindergarten through fourth grade. The fee is \$65.00 per student in Grade 5, \$47.00 per student in Grades 1-4, and \$27.00 per student in Kindergarten. The fee is required of all students regardless of when they enroll during the school year and is non-refundable.



Textbooks are purchased by the Board of Education and loaned to students for their use. Fines will be charged to students who lose their textbooks or return their textbooks in a damaged condition.

Report cards will be withheld at the end of each quarter until fees have been paid or an arrangement has been made through the Principal's Office. All library books must be returned and library fines paid before the final report card will be sent home.

\*Student fees are subject to change.

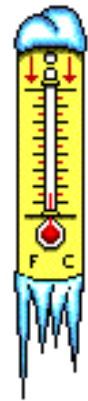
\*Free and reduced meal forms are available on-line or in the office for eligible students, this will also eliminate school fees for your child.

### TELEPHONE USE BY STUDENTS

Students will not be permitted to use the office telephone except in the event of an emergency. Students may not call home to make a change in transportation or for homework. **Cell phones, Smart watches, or other internet and cellular devices must be turned off and kept in a backpack during the school day. Students will not be able to receive text messages or phone calls from parents during the school day.**

### RECESS

In general, if the outside temperature is 30 degrees or above, the students will play outdoors. If the temperature, including wind chill, is below 30 degrees, children will play indoors. **Please dress your child according to the weather conditions.**



### BIRTHDAY PARTIES/SOCIAL INVITATION



Birthdays are very meaningful for young children and may be recognized by parents in a variety of ways at Little Miami. Some families choose to donate a book or learning materials (i.e. puzzle/game) in their child's name to the classroom, or a non-food item (stickers/pencil) for each student. Families can



also choose to send in one food item for their child to hand out to each classmate. The food item must be store bought and pre-approved by the classroom teacher to avoid allergies. Please do **not** have balloons or flowers delivered to the school. These items may not be taken home on the bus.

Social invitations to non-school sanctioned events (birthday parties, pool parties, etc.) may **not** be distributed at school. The school does not provide classroom directories. Social invitations may be shared at school if they are being given to the entire class (girls and boys).

### **Classroom Celebrations**

Teachers may choose to hold classroom celebrations throughout the year (i.e. Halloween, Valentine’s Day, etc.). Upon teacher request, families can send in food items for students. These food items must be store bought and pre-approved by the classroom teacher to avoid allergies.

### **Classroom Snacks**

If your child is bringing a snack to eat during the school day, the snack needs to be easily eaten without utensils. Teachers will contact families if there are issues at snack time. Appropriate snack choices are left up to the discretion of the teacher and administrator if there are issues. Lunch schedules do vary, so not all classrooms participate in a snack time.

### **VOLUNTEERS**

All LM volunteers must have a satisfactory background check at their own expense, which involves fingerprinting. At no time is a volunteer to be alone with students or in a supervisory role with students until the background check is completed. When volunteering at a school event (such as school holiday parties and assemblies) we ask that you only post pictures of your own children on social media unless the pictures have been school approved. School approval means that the teacher, school secretary, or school administrator has given you permission to post the pictures after checking the school’s Do Not Publish List.

### **PERSONAL ITEMS** (Toys & Novelties)

Students are not permitted to bring toys (this includes school supplies that are distraction to the learning environment), games, balls, recording devices, trading cards (i.e. Pokemon), collectibles, cell phones, handheld games, or any other electronic device to school unless authorized by school personnel. Any item that resembles a weapon may not be brought to school. The school cannot be responsible for items lost, misplaced, or stolen.

### **LOST AND FOUND**

Many articles are lost at school each year and never claimed by their owners. To decrease the likelihood of lost items, use permanent ink to label all student items. Articles found in the building and on the school grounds are placed in the “Lost and Found”. Articles that cannot be identified or are not claimed, will be given to charitable organizations at the end of each semester.

### **RECORDS / SURVEYS** – (see Bd. Of Ed. Policy JO and JOA for full policy)

### **Confidentiality**

1. Student records are confidential and are protected by the "Privacy Act". Only the school staff and the child's natural parents or legal guardians have access to the records.
2. Directory information is not protected by the "Privacy Act". Directory information includes name, address, telephone number, date and place of birth, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, major field of study, dates of attendance, and date of graduation. Parents may request that the school not release this information. **Parents or eligible students have two weeks from the date of admission in which to advise the District, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.**
3. Upon written request, a parent may access their student's records on site within seven days of received request. 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 materials.
4. Student surveys administered to students must comply with district guidelines. Prior to administration, parental permission will be requested. Parents may preview surveys prior to administration.

## **ADMISSIONS**

**Kindergarten:** Children are eligible for admission to kindergarten if they are five years of age on or before August 1<sup>st</sup> of the year of admittance.

**First Grade:** Children must successfully complete kindergarten before they may be enrolled in first grade. Upon request, this requirement may be waived by the district superintendent.

**Early Entrance:** Specific qualifying requirements must be met for children to be admitted to kindergarten if they are five years of age on or before January 1<sup>st</sup> of the school year for which admission is requested. The Little Miami School District will conduct an evaluation upon request. The evaluation must be completed prior to the first day of school.

## **CHILD CUSTODY**

If applicable, custody papers must be presented at the time of enrollment. School officials will verify and retain a copy of court orders pertaining to a child's custody. Parents have an obligation to inform the school any time the custody of a child changes. Custody papers must be presented at Central Registration when enrolling new students. School officials will verify and retain a copy of court orders pertaining to a child's custody. It is also necessary for the custodial parent/guardian to show proof they reside in the Little Miami School District.



## **CENTRAL REGISTRATION**

Little Miami is currently using an online registration tool called Registration Gateway to enroll new students. Please note you MUST be the custodial parent/legal guardian to enroll a student. You may visit our website [www.littlemiamischools.com](http://www.littlemiamischools.com) and click on the Central Registration tab to begin the enrollment process. At the end of the process, you will be prompted to set an appointment with the registrar. A student is NOT registered until ALL required documents have been received. A list of required documents can be found on our website under the Central Registration tab.

If you do not have internet or a computer, please call the registration office at 513 899-5116, located at Maineville Crossing, 95 E. U.S. 22-3 in Maineville.

## **CHANGE OF ADDRESS**

You are required to contact the Central Registrar with any “change of address” during the school year. Proof of residency documentation must be presented before student records and/or transportation procedures can be adjusted to reflect the change. Parents must contact the school office with changes to their home phone, work phone, cell phone, or emergency telephone numbers. **It is important to provide the school with current phone/cell numbers in the event of emergency.**

## **ILLNESS AT SCHOOL**

### **School Health Services**

A registered nurse is available each day to attend to student medical needs and to assist in creating a healthy, safe learning environment.

Generally, we do not contact parents regarding clinic visits such as scraped knees, stomachache, need for a Band-Aid, and other minor, routine events. Examples of when we notify parents/guardians to pick the student up from school include those listed below. If we cannot reach the parents/guardians, we call the contacts the parents have listed in the student’s emergency medical information. Photo ID is required to release any student.

Fever of 99.9	Contagious illness (pink eye, flu, etc.)
Vomiting	Diarrhea
Head Trauma	Illness/injury/symptoms requiring medical attention

**Student must be fever free without medication for 24 hours prior to returning to school. The student should also be free of vomiting, diarrhea and eye drainage for 24 hours.**

We encourage parents to keep the building nurse and teacher aware of any health concerns to ensure the best care for your student.

Over the counter products that may be used in the clinic include, Eucerin hand lotion, Vaseline for chapped lips, Caladryl lotion for itchy rashes, Anbesol for mouth sores or tooth pain, cough drops and TUMS for minor stomach aches are available with verbal consent by a parent/guardian. Any other prescription or over the counter medication requires a physician order and parent consent. See the policy that follows.

**\*Parent/guardian must bring the medication**, in person, to the office/clinic. Students are **never** to carry medications to school, except for EpiPens or inhalers. Students are permitted to bring cough drops to school if needed.

### **ADMINISTRATION OF MEDICATION AT SCHOOL POLICY (JHCD)**

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

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement, which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."



7. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Vision and hearing screenings are conducted per Ohio Department of Health guidelines at grades K, 1, 3, 5, 7, 9, and 11. A referral will be mailed home if the student fails the screening. Please contact the building nurse if you need assistance and resources.

### **ATTENDANCE POLICY, 2023-2024 SCHOOL YEAR** - Documentation for time out of school

Generally, twelve (12) absences from school (time out of school), which include full days and partial days may be documented by a parent/guardian phone call.

\*Medical notes shall NOT count against the 12 absences (time out of school full or partial days) that a parent may excuse.

Absences (time out of school), full and partial days in excess of 12 absences may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant- unless an absence (time out of school, full or partial days) is otherwise excused by the Principal due to unusual circumstances.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include, but are not limited to: the student's attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused absences from school (time out of school, full or partial days) shall be granted only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the school Principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if the time out of school for full day absence or partial day absence is excused.

### **Late Arrivals/Early Dismissals**

Being punctual is an expectation that we have for all of our students. Any student arriving to school or their assigned seat in the classroom after 9:25 A.M. (LMECC), 9:05 A.M. (LMPS), 8:20 A.M. (LMES), must report directly to the attendance office to obtain a tardy slip.

All students Kindergarten through 8th grade that arrive late to school must be signed in at the attendance office by the parent/guardian/legal custodian to obtain a tardy slip.

The tardy slip must be presented to the teacher to be admitted to class. The school attendance officer will track tardies and report to the administration.

When students arrive on school property he/she is under the jurisdiction of the school district until the end of the school day. No student may leave the premises during the school day without proper authority. Students that require an early dismissal must present a note from their parent/guardian/custodian to the school attendance office in the morning at the beginning of the school day. In all cases, a parent/guardian/custodian will be contacted to confirm and authorize the early release.

Also, no student will be permitted to return to school unless an “off-grounds” pass has been issued with a return time marked on it.

Please refer to the school policy on Attendance for the policy for explaining excused and unexcused absence.

### **REPORTING ABSENCES**

**Students who miss school are required to have their parent/guardian contact the attendance office on or before 9:55 A.M. (LMECC), 9:35 A.M. (LMPR), 8:50 A.M. (LMES).**

If the school doesn't receive notification, a phone call will automatically be made to the parent/guardian. If the parent/guardian fails to contact the school, the absence will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence.

All notes parental/guardian or physician's must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

Unexcused Absences from school: (time out of school full or partial days)

The Ohio Revised Code define a student as being a habitual truant when a student has:

30 consecutive unexcused hours, or

42 unexcused hours in a school month, or

72 unexcused hours in a school year.

If a student acquires 38 hours in one month or 65 hours in one school year of excused and/or unexcused hours, a warning letter will be mailed to parent/guardian.

The school, in compliance with Ohio Truancy Laws has established the following intervention strategies to avoid unexcused hours, partial and full days, tardies and early dismissal.



If a student acquires 30 consecutive unexcused hours, or 42 hours unexcused hours from school in a school month or, 72 unexcused hours in a school year, an Absence Intervention Team meeting will be scheduled by the Truancy Officer, for the purpose of developing an Absence Intervention Plan. The team shall consist of the student, parent/guardian or their designee (a pre-approval FERPA form release for a designee to attend in a parent's place must be filed by the parent for the designee to participate in the Absence Intervention Team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences and representative of the Juvenile Court.

If the parent/guardian fails to attend or otherwise respond and participate in the Absence Intervention Team, the school shall do both of the following:

- Investigate whether the parent/guardian's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention Team to develop an intervention plan for the child notwithstanding the absence of the parent/guardian.
- If the student fails to comply with the Truancy Intervention Plan and meets the legal definition of habitual truant, charges will be filed in Warren County Juvenile Court.

Absent Work- Most work will be made up during school. For extended absences, work with your child's teacher on the best way to make up the work missed.

### **VACATION ABSENCES**

Vacation absence assignments will be given after the child returns to school. This type of absence must be pre-approved by the Principal, by written request two weeks prior to the vacation request. Vacation absences are included in the total number of days absent. Only 5 days absence per year may be excused for vacation purposes. If a child has already accrued 12 absences in a year, no vacation days can be approved. Vacation days during testing windows will not be approved.

### **HOMEWORK POLICY**

The Little Miami Board of Education believes that homework, as long as it is properly designed, carefully planned and geared to the development of the individual student, and meets a real need, has a definite place in the educational program.

Homework should be assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.



Homework will not be used for disciplinary purposes. The amount and type of homework given is to be decided by the classroom teacher, within the framework of over-all instructional plans.

In an effort to set guidelines for homework and to create a clearer understanding of the purposes of homework, the Little Miami Board of Education adopts the following:

1. Purposes of Homework are:

- To reinforce skills through drill.
- To reinforce material covered in class by review.
- To bring students into contact with out-of-school resources.
- To broaden and enrich the knowledge of a student.
- To encourage students in the process of self-education and self-direction.
- To allow for differences in the ability, achievement, and interest of the students.
- To provide a means by which parents can see what is taking place in the school.

2. Characteristics of Desirable Homework Assignments:

- Students should clearly understand the purpose of the assignment as well as what the assignment actually is.
- Homework should be meaningful and not “busy” work.
- Some assignments should be given to be completed over a period of time.
- Assignments should be evaluated by the teacher and returned to the student.
- Assignments should take into account individual differences of students in a particular classroom.
- Assignments should try to encourage students to go beyond what is actually assigned.
- Assignments should be reasonable for the students both in terms of sophistication and the length of time it takes for their completion.

3. Types of Homework Activities:

- Continuation of work begun in class.
- Drill in fundamental skills.
- Review of materials.
- Research for long-term projects.
- Gathering of materials and a systematic presentation.
- Purposeful seeking for ideas and information through observation of the world around us.
- Experimentation to uncover fundamental truths.
- Textbooks, library materials, reference works, and recreational reading.
- Make-up of essential and appropriate work missed due to absence.

4. Length of Homework Assignments:



Because students differ in the ease and speed with which they learn, it is not possible to apply strict guidelines as to length of assignments. The following is a general idea of what is expected in the Little Miami School District:

- Since intelligence and comprehension vary from student to student, so should the amount of homework.
- The combined amount of homework should seldom exceed 10-15 minutes times the grade level (10-15 min x 2<sup>nd</sup> gr. = 20-30 min.) per evening. If your child routinely requires more time than this to complete his/her work, please contact the teacher.
- Additional homework should not be given on weekends or holidays.
- Assignments should be completed and turned in on time.

5. Role of the Home:

- Cooperate with the school in making homework effective.
- Understand what the school expects homework to accomplish.
- Encourage your child to do their best.
- Encourage your child to work independently.
- Show an interest in what your child is doing.

**IDEAS FOR HELPING YOUR CHILD**

Some classes require students to keep assignment books to promote better communication and information sharing between home and school. We ask that you use this assignment book if it is given to your child.

1. Parents, you do your part to improve homework when you:

- Cooperate with the school to make homework effective.
- Provide your child with suitable study conditions (desk or table, lights, books, and supplies).
- Reserve a time for homework.
- Encourage your child, but avoid undue pressure.
- Show interest in what your child is doing, but do not do the work for the child.
- Understand that the school expects homework to be completed and returned.
- Check and sign assignment books.

2. Children will improve their study habits by observing the following:

- Be sure to understand each assignment.
- Record assignments in the assignment book.
- Form the habit of using a certain time and place for study.
- Have necessary materials at hand.
- Try to develop the skill of working independently.

## GRADING AND REPORTING TO PARENTS

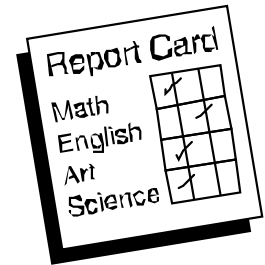
The evaluation of each student's progress in school is one of the most difficult and important functions that a teacher faces. Future teaching and expectations of children are based upon the continuous evaluation of progress in school. It is very important that the student, parents, and teacher have realistic expectations concerning achievement in school.

In the Little Miami School District, we report student progress to parents by using report cards. Our report cards are distributed on a nine-week basis as indicated in the school calendar.

The report card indicates the child's performance level, effort, and academic progress. A parent's signature may be required at some grade levels to confirm receipt and examination. If the box requesting a conference has been checked by the teacher, or if the parent wishes a conference, please call the teacher or send a note at your earliest convenience. The teacher will schedule an appointment with you to discuss your student's progress.

Kindergarten through fifth grade progress reports will be issued at nine-week intervals. The reports are provided to maintain ongoing communication between home and school.

A = 90 -100  
B = 80 - 89  
C = 70 - 79  
N = <70



## CONFERENCES

Close communication between parents and teachers is encouraged. Conferences create better understanding between home and school, aid in reporting student progress, and help to meet the individual needs of each child. Refer to the district calendar on our website for scheduled conference nights in the fall and winter. In addition, parents are encouraged to consult with teachers throughout the year. If you have a concern, consulting your child's teacher is the quickest way to gain information and resolve issues. To schedule a conference, contact the teacher directly by phone or e-mail to set up an appointment.

## BUS TRANSPORTATION

Transportation is provided to and from school for all students. Elementary children are not permitted to ride bikes to school. Only students living in a designated walking area may walk to school. Only students living in a



designated walking area may walk to school. Please contact your child’s building principal for approval if you child would like to be an everyday walker with adult supervision.

To ensure your child arrives home safely, it is recommended he/she ride the bus. Students being picked up instead of following their normal daily transportation routine must bring a note from his/her parents/guardian. *(The parent/guardian may also personally deliver or email their authorization to the school office. If you choose email, please call the school to verify it was received as we do occasionally experience system failures.)* Students who are not following their normal dismissal routine **MUST** have a note from her/his parents indicating this. Phone calls regarding transportation changes will **not** be accepted.

**Parents must designate one location for drop-off (Monday – Friday). Students will not be permitted to ride on a bus different from the one to which they are assigned.**

All students requiring Daycare/Shared Parenting transportation need to complete and/or update a Transportation form before the beginning of each school year. The schedule for Daycare/Shared Parenting cannot be changed from day-to-day and week-to-week.

By adhering to these guidelines we ensure the safety of our students and greatly reduce the risk of miscommunication or a student being dropped off at an unsupervised location.

**PLEASE NOTE:** Transportation changes will **NOT** be taken between the dates of August 8<sup>th</sup> – August 25<sup>th</sup>

July 29	Deadline for Transportation Forms
August 1	Bus information is available
August 8-August 25	No transportation changes will be made
August 29	Transportation requests reviewed

## **A SAFE ENVIRONMENT FOR ALL**

### **Safety Guidelines for Visitors and Parents Signing Out Their Children**

In light of the recent violence in schools, and as a result of State and Federal mandates, the Little Miami School District has implemented additional safety procedures.

The safety of children is a primary concern of the school staff. Visitors to the building are carefully monitored. Once school begins all exterior doors are locked. Please do not ask a student to open a door for you. They have been instructed not to open doors for anyone.

There is a buzzer system on the exterior door by the office. If you need to gain access into the school during school hours, you will need to be buzzed in by the office.

Anyone entering the school or grounds other than students and employees must obtain a Visitor's/Volunteer's Badge from the office. Visitor badges provided at sign-in should be worn until checking out at the office.

Occasionally requests to visit are received from children from other schools. These requests will not be granted because of the disruption it causes in the classrooms.

Children will be released only to the custodial parent or guardian, or to an adult designated by the custodial parent or guardian on the child's Emergency Medical contact list. Any other arrangement requires your written permission of the custodial parent/guardian.

Students are dismissed through the office. They may not be dismissed directly from the classroom or playground.

EVERYONE MUST present his/her driver's license for identification verification when signing out children.

Changes in dismissal may **not** be taken over the phone. You must send a signed note or email to the office before 2:00 p.m.

Schools are considered Safe Zones. Any perceived threats, verbal or physical to anyone on school property, will be taken seriously.

In cooperation with the local law enforcement agency, we conduct safety drills throughout the school year.

## DISCIPLINE

The purpose of discipline is teaching students to control their own behavior in accordance with socially accepted standards. It transmits adult values about life and living. With an understanding of the purpose of discipline in a school, students should form a correct attitude toward it, and not only do their part in making the school an effective place of learning, but develop the habit of self-restraint which will make them a better person.

The code of conduct at Little Miami Elementary Schools is based on the following:

1. No student has the right to disrupt the teaching process.
2. No student has the right to stop anyone else from learning.
3. The behavior of the student in school is ultimately the responsibility of the parent and student.
4. The school expects that parents will cooperate with and support the school when the child must be disciplined.



5. Parents and teachers should discuss problems a child displays before the problems become serious. If the parent is aware of situations in the home or in the school that may distress the child, these should be discussed with the teacher before they result in discipline problems.

6. There is to be no fighting, bullying, gum chewing, baseballs, or other hard surface balls at school or on the playground.

## **PAX**

Teachers in Grades K-5 received PAX Training. The PAX Good Behavior Game (PAX GBG) is a school-based, classroom intervention used by teachers to teach self-regulation. PAX GBG is not a set of lessons or curriculum, but strategies teachers use throughout their day to build students' behavioral skills and stamina for focused attention and self-regulation. This is what makes PAX GBG so much more than good classroom management. Classroom management ends at the classroom door, but students take self-regulation with them in the hallways, to recess, into their homes and communities, and into their lives.

## **CLASSROOM MANAGEMENT PLAN**

Each teacher has a classroom management plan. Parents will be sent a copy of classroom management plan at the beginning of the year. All plans support the district wide Positive Behavior Supports, or PBS, initiative.

Each classroom management plan will include the academic and behavioral expectations of the classroom in order to provide a safe and effective learning environment. Rewards and consequences for students will also be detailed in the plan.

## **MTSS (Multi-Tiered System of Supports)**

Schools throughout the state are implementing the Multi-Tiered System of Supports (MTSS), a comprehensive school-wide academic and behavioral system to address the intervention needs of ALL students. This comprehensive prevention model of academic and behavior supports is designed to raise the achievement of students, close achievement gaps, and improve overall school climate.

Little Miami Elementary Schools have implemented behavior supports by establishing three school wide behavior expectations. Through Positive Behavior Supports, students will be instructed on appropriate behaviors for all areas of the school. School wide behavior expectations are as follows:

BE RESPECTFUL  
BE RESPONSIBLE  
BE A PROBLEM SOLVER

\* You will find each school's Behavior Expectation Matrix in the appendix.

Academic supports are being developed and refined by school planning teams.

\*\* Any violation of the building code may result in a suspension or expulsion.

**Code of Conduct- Behavior Expectations – Little Miami Elementary School Students** (Board Policy JFC)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform 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.

To give students a frame of reference upon which reasonable conduct is based, certain rules are necessary. All students are expected to abide by all rules and regulations. All students should have a complete understanding of expected student behavior as listed in this handbook. The rules set forth in the following Student Code of Conduct are applicable to all school sponsored events and activities on or off school property.

Students are expected to follow the school behavior statements of, **Be Respectful, Be Responsible, and Be a Problem Solver** at all times when at school. Teachers provide instruction to all students on what each of these statements looks like in the classroom and school environment at the beginning and periodically throughout the year. Following these statements, allow the school to be a safe learning environment where all individuals consider the rights of others.

#### **Classroom and Building Discipline Procedure for Violation of Student Code of Conduct**

(A Code of Regulations is adopted by the Board of Education of Little Miami pursuant to Section 3313.661, 3313.62, and 3313.664 Ohio Revised Code. Board Policy JFC) This Board Policy is posted in or near the main office.

**NOTE: DEPENDING ON THE SEVERITY OF THE INFRACTION, THE ADMINISTRATION MAY IMPOSE ANY LEVEL OF CONSEQUENCE APPROPRIATE TO THE CIRCUMSTANCE. THIS MAY RESULT IN CONSEQUENCES OTHER THAN THOSE LISTED IN THE CODE OF CONDUCT.**

#### **Statement of restorative discipline philosophy**

The objective of student discipline is to return the student and the learning environment to a safe, respectful state that will allow for growth for all individuals, staff and students. When behavior disrupts an investigation will take place that will include gathering information from witnesses, and the individuals involved in the incident along with any other opportunities to gather information (cameras, staff, electronic devices, etc.) consequences will be put into place to help the student(s) involved take part in the restoration of the learning environment. Consequences will not always include punishments, but they will be designed to help teach the student the proper responses to internal or external events that cause misbehavior. Some of the consequences include:

- **Student/Parent Conference**

Discussion will be the first step in the process in order to identify what happened, why it happened and what the proper response would be in the situation. Staff will talk with the student about possible ways to prevent future incidents, if there will be follow up, continued investigation, further consequences or parent contact. Parent contact will be made if behavior does not



improve, there is a potential of harm to student or others involved in the incident, or more supports are needed which require parent permission or input. Staff will typically try to help student make changes to minor, infrequent, behaviors without parent contact in order to promote a positive rapport with the teacher and student. Issues that go beyond “typical” behaviors for the particular age will always include parent contact.

- **Removal of privileges - (Items/events/preferential seating)**

Because of behavior, students may have privileges removed until they have restored their relationship with those effected by their behavior. These removals should be linked to the behavior and be discussed with the student. A student who is not respectful during class to staff or classmates may not be able to participate in rewards given to the class for good behavior or to celebrate class success at following the school’s behavior statements.

- **Interruption of Schedule**

For students that need time to catch up or calm down staff will at times provide an interruption to the student’s normal schedule. This may be due to excessive missing work, emotional or physical distress, or simply needing time out to get themselves back in a position where they can learn. It is typically not counted as a behavior consequence; instead, it is simply an intervention.

- **In School Suspension**

When appropriate, a student may be removed from the classroom but be allowed to attend school under direct staff supervision in a controlled environment. In these cases, the student will be assigned an in-school suspension. In school suspension will typically be utilized when it is felt that the student is safe to come to school, but it is not yet appropriate to return the student to their classroom. The student will complete all work that has been missed in addition to any additional assignments or consequences deemed necessary by the school. In most cases, the student will be allowed to utilize district transportation.

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



**PROCEDURES FOR SUSPENSION/EXPULSION** – (see Bd. Of Ed. Policy JGD for full policy)

Suspension and expulsion from school shall be used as a means of discipline for serious offenses against the welfare of the school or for violation of the rules of the Board of Education, and only in cases where other forms of discipline are judged not to be sufficiently effective.

**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. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

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

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. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

### Appeal to the Court

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

### STUDENT EXPULSION

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.

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.

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 representative 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 nor 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 of the Board.

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 appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. 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, which works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

### **EMERGENCY REMOVAL OF 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 is ordered. 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. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student and Treasurer of the Board. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

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.

### **Restitution**

In cases where there is harm to property restitution may be included as part of the consequences. The goal of restitution would be to return the property to the state it was in prior to the damage.

### **Specific Details for High Frequency or Serious Code of Conduct Violations**

In order to provide a safe learning environment students are also expected to follow school rules, procedures and reasonable requests made any school personnel while on school property or at school events. Specific rules detailed in the Code of Conduct fall within the school behavior statements, but provide more detail in regards to frequent or serious issues, similar violations that do not fall specifically within the examples given can still receive consequences. The list of specific rules is not exhaustive, and incidents may occur that are not listed but fall within the expectation of being respectful, responsible and a problem solver. The Code of Conduct will be provided to the students and parents in the student handbook either electronically or in print. Any questions regarding the handbook or discipline should be directed to the building principal.

## **K-5 ELEMENTARY STATEMENT ON BULLYING**

For our complete Bullying Incident Report Handbook please refer to the complete document on the building website. It contains details about bullying terminology and also resources for staff and parents.

K-5 Elementary expects that all members of the school community will treat each other in a civil manner and with respect for differences. K-4 Elementary is committed to providing a learning and working environment for students, staff, and visitors that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process. We support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement.

Consistent with state, and federal laws, and the policies of the Little Miami School Board, no person shall be discriminated against on account of race, color, sex, religion, national origin, or sexual orientation. K-4 Elementary takes specific steps to create a safe, supportive environment for all populations in the school community, and to provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, teasing, and any forms of retaliation.



K-5 Elementary will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying or retaliation in our school building, on school grounds, or during any school related activities. All reports and complaints of bullying and retaliation will be promptly investigated, and the administration will take immediate action to end such behavior and restore a sense of safety for all.

## **K-5 ELEMENTARY RULES/CODE OF CONDUCT**

### **Failure to Follow Expectations and Procedures**

- **Disruption of the Educational Setting**

A student is expected to follow the rules and procedures of the classroom. If a student does not follow these rules and procedures and disrupts the learning or wellbeing of the educational setting they will be subject to consequences. Disrupting the educational setting could include verbal, physical, and/or violent outbursts, unwillingness to follow directions, harassing or instigating issues with others, vulgar or obscene language, threats, or even refusal to participate or follow directions to the point where it demands staff attention. Any behavior that hinders the educational setting will not be tolerated. Any videos taken of others and/or posted on social media are strictly prohibited.

- **Disrespect**

Students will be respectful to staff, students, and visitors to the school. Examples of disrespect could include making disparaging (degrading) remarks (this includes through social media), being outwardly sarcastic, saying things to achieve a derogatory effect, and arguing with school staff in front of others. Students must make an appointment to discuss privately their disagreement or concern with a staff member in an appropriate manner. Issues of disrespect will be dealt with through conferencing with the involved parties and any other individuals that are needed. Continued issues could require further consequences.

- **Insubordination**

Insubordination is defined as the refusal to respond to a reasonable request. A student shall not disregard, or refuse to obey, a reasonable direction or instructions given by school personnel (teacher, principal, coach, extracurricular advisory, staff employees, or adult volunteers) while the student is properly under the authority of the school. In the case of extracurricular activities, insubordination shall also include the failure to comply with the rules or requirements established by the coach or advisor for that particular activity. Repeated violations of any minor rule directive or discipline procedure may be considered insubordination. Acts of insubordination are prohibited. Repeated instances of insubordination will also be considered Disrespect and result in disciplinary consequences.

- **Inappropriate Display of Affection**

No student shall engage in inappropriate affectionate behavior while in school or attending school events. Displays of affection beyond friendly greetings should be avoided. Conferencing regarding appropriate school behavior will be the first step except in extreme cases. Failure to make behavior changes could lead to further consequences or insubordination.

**Causing Harm to Self, Others, Setting, or Property**

- **Harassment (Verbal, Physical or Electronic)**

No student shall use any gesture, or a written, verbal, or physical act, to degrade, disgrace, or demean another student (including through social media). This includes topics that will insult, intimidate or place a student in fear of being harmed by another student or group of students, either physically or mentally (including violence in a dating relationship). Students involved in harassment may be removed from privileges that allow the harassment to occur such as recess, lunch at a table of choice, breaks with the class or activities. In the case of electronic harassment, the student may lose the privilege of utilizing electronics on school grounds and transportation. Examples, though not a complete list, of harassment are included below.

- **Verbal or Written Harassment**

Name-calling, such as using sexual, sexist, racial, or homophobic slurs; taunting about physical appearance, ability, or socio-economic status; abusive or frightening telephone calls; harmful notes, emails, or text messages (including through social media).

- **Physical Harassment**

Hitting, kicking, pushing, tripping, attacking, throwing objects, unwanted sexual touching, stealing or damaging personal items or property, threatening with a weapon, using a weapon, threatening harm, coercion.

- **Social/Cyber Harassment**

Fabricating rumors or gossip; excluding, embarrassing, or making fun of someone; publicly sharing personal information, including posting pictures or text information on websites; using friendship or status to manipulate or coerce or manipulate behavior.

- **Racial or Ethnic Harassment**

No student shall engage in any activity that results in unwanted contact, harassment or intimidation that is related to the racial or ethnic background of the student or faculty victim. Use of racial or ethnic slurs either written or oral, is included in this prohibition (including social media).

**Sexual Harassment (Please refer to full Board Policy ACAA)**



- No student shall engage in any activity that results in unwanted sexual advances or unwanted verbal or physical contact of a sexual nature with another student. Students who falsely accuse teachers, administrators, and/or students of any type of misconduct could face suspension or expulsion.

**Bullying, Cyberbullying or Hazing**

Bullying is defined as repeated and systematic harassment and attacks on others. Individuals or groups can perpetrate bullying. Bullying takes many forms, and can include different behaviors, such as: physical violence and attacks, verbal taunts, name-calling and put-downs, threats and intimidation, extortion or stealing of money and possessions, and exclusion from the peer group. Note: Examples listed above under harassment can become bullying when there is a repeated and systematic pattern, because of this it is important to inform a staff member immediately if harassment occurs.

What qualifies as bullying behavior?

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Frequent; repeated
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Planned; intentional
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior is often regretted	The bully blames the target
An effort is made by all parties to resolve the problem	--	--	The target wants to stop the bully's behavior, but the bully does not
Can be resolved through mediation	Building social skills could be of benefit	Needs to be addressed; should NOT be ignored	CANNOT be resolved through mediation

**Dangerous Weapons in School – (See Bd. Of Ed. Policy JFCI for full policy)**

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other weapons.

The definition of a firearm is 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), which 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.

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.

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.

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.

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.

As defined by State law and for purposes of this policy, an “object that is indistinguishable from a firearm” means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.



Students found in violation of numbers 1 and 2 above may be reported to the local law enforcement authority and may be prosecuted under State criminal statutes, as well as disciplined in accordance with the provisions of the District’s Student Code of Conduct and State law.

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.

- **Fighting and Unauthorized Contact**

Unauthorized contact and fights are treated seriously due to the risks of serious harm to one or both parties. Unauthorized contact is considered as physical contact that is initiated against another student with the intent of doing harm or harassing an individual. Unauthorized contact can result in an out-of-school suspension and possible charges. Returning unauthorized contact with physical force will be considered fighting and can be treated with an out of school suspension. Verbal harassment, “trash talk”, or other verbal instigation can receive consequences under fighting if it leads to a physical confrontation. Fighting, hitting, unauthorized contact, threats and disruptive activities are prohibited.

**In the case of physical contact or threat of physical contact, students should leave the area of the danger and immediately contact a staff member. Returning physical contact will not be considered self-defense, but retaliation and treated as fighting.**

- **Threats**

All threats will be investigated to establish intent and level of risk. Students may face removal from the educational environment during the investigation, because of the threat, or for an extended period if intent is established.

**Possible consequences for unauthorized contact and threats**

1st Offense: In-school suspension, 1 - 5 Day Out of School Suspension, possible charges and/or referral to court.

2nd Offense: In school suspension, 3 - 10 Day Out of School Suspension

3rd Offense: 10 Day Suspension, recommendation for expulsion

- **Assault, Attempted Assault or Threats with a Deadly Weapon**

Assault, attempted assault or threats with intent involving a deadly weapon will result in additional consequences.

1st Offense: 1-10 Day Suspension, possible recommendation for expulsion, possible charges filed.

- **Damage of Property**

A student shall not intentionally cause or attempt to cause damage to the school, school property, or private property either on school grounds or during a school-sponsored activity. Additionally, damage to property at any time while under school jurisdiction will require full restitution for

damages and a possible referral to civil authorities. Damage to property as described previously is prohibited.

- **Violation of Civil Ordinances while under School Authority**

A student shall not violate any law or ordinance while under the authority of the school or its personnel (School discipline as appropriate and civil or criminal charges filed).

- **Theft**

Includes public property or equipment of the school district or the personal property of another student, teacher, visitor or employee of the district. In all cases, the student must make restitution to the injured party. Acts of theft are prohibited.

- **Drugs, Alcohol, Tobacco and Look-alike Drugs (BOARD POLICY JFCG, JFCH, and JFCI)**

It is the intent and philosophy of the Little Miami Board of Education and Administration to discourage use or possession of drugs, look-alike drugs, drug instruments, tobacco, alcohol or inhalants. Students are prohibited from possessing, using, selling, concealing, or showing signs of consumption of narcotics, drugs, alcohol or inhalants on school grounds, on school buses, or while attending school-related functions. In addition, students are prohibited from possessing or using tobacco, tobacco products, drug-related instruments or paraphernalia, e-cigarette devices, electronic hookah devices, etc. and cigarette lighters or matches, This prohibition is in effect on school grounds, on school buses, and while attending any school-related functions.

- **Possession, Concealment or Use of Tobacco or Tobacco Products**

Including e-cigarette devices, vaporizers, electronic hookah devices, etc.

1<sup>st</sup> Offense: Application of consequences at any level of offense will remain at the discretion of the administration

2<sup>nd</sup> Offense: 3-5 Days Suspension

3<sup>rd</sup> Offense: 5-10 Days Suspension, recommendation for expulsion

- **Possession or Concealment of Drug Instruments, Paraphernalia, or Look-Alike Drugs.**

Paraphernalia includes hypodermic needles, roach clips, eyedropper, eye dropper bottles, etc.; and look-alike drugs including e-cigarette liquids, e-cigarette juices, vaporizer liquids, electronic hookah liquids/juices, etc.; caffeine pills, over-the-counter pills, misrepresented pills, inhalants or inhalant containers, etc.

1<sup>st</sup> Offense: 1-5 Days Suspension

2<sup>nd</sup> Offense: 10 Days Suspension, recommendation for expulsion.

- **Possession, Use, or Showing signs or Evidence of Use or Consumption of Drugs and/or Alcohol.**

1<sup>st</sup> Offense: 10 Days Suspension, recommendation for expulsion

**NOTE:** At the discretion of the building administration, the student may be reinstated if documented evidence is submitted to the principal or his/her designee that an assessment has



been made or scheduled with an Alcohol or Drug Abuse Center or similar agency. If the assessment is scheduled and the recommendations are followed, the student will have five (5) days of the suspension lifted. If the student does not make contact with a Drug or Alcohol agency within ten (10) days of the suspension, he/she will go through an expulsion hearing with the possibility of being expelled. The Little Miami Guidance Team can assist in making the contacts with the appropriate agencies and in the follow-up treatment if needed. Participation in a support group for students can be set up through the Guidance Team as well. If during the recommended treatment program, the student fails to meet the outlined requirements of the program, he/she will be suspended from school for ten (10) days and there will be a request for an expulsion. It will be possible for a student to use the counseling and or rehabilitation for ONE TIME only as a means to avoid expulsion. If a student once again possesses uses, conceals, or is showing signs of having consumed drugs and/or alcohol, he/she will be suspended out of school for ten (10) days and there will be a request for an expulsion.

When in cases of possession or concealment that there is a sufficient amount of narcotics, drugs or alcohol for the local law enforcement officials to file charges, the student will be immediately suspended from school for ten (10) days and there will be a request for expulsion.

- **Sale, Transfer, or Distribution of Drugs, alcohol, Look-Alike Drugs, or Over-The-Counter Pills.**

1<sup>st</sup> Offense: 10 Days Suspension, recommendation for expulsion

**NOTE:** Students who must take prescribed medication during the school day or are taking over-the-counter medication while at school must secure and complete a medication request form from the main office secretary. This form will require signoff by a doctor for all medication to be consumed at school, including non-prescription medication. All medication must be kept in the main office.

## **CLASSROOM, ACADEMIC, AND PERSONAL CONDUCT**

Consequences: Unless otherwise noted application of any consequences will remain at the discretion of administration but may include; Student/Parent Conference, Removal of Privilege, Detention, Interruption of Schedule, In-School Suspension, Suspension or Expulsion. These consequences are applied based upon severity and frequency of violations.

- **Use of Profanity/Obscenity**

Students shall not use profanity or obscene language in any form (i.e. written, oral, and electronic) in communication with other students, staff, or visitors. Use of profanity/obscurity includes use or creation of obscene/offensive/pornographic communication, gestures, signs, and pictures. Publication or possession of obscene/offensive/pornographic material in any form (i.e. written, oral, and electronic) is also strictly prohibited.

- **Out of Bounds**

Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school administrator or teacher is prohibited. Students are

expected to remain in the area in which their teacher instructed them to stay at all times. Leaving the building during school hours without a staff member is prohibited.

- **Falsifying Information**

Students shall not be involved in activities including, but not limited to, cheating, plagiarism, misuse of privileges, forgery, improper collusion or falsification of information. A student shall not make a false statement, or a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. Falsification of information includes attempting to change, modify, or misrepresent records, including but not limited to hall passes, absence excuses, documents or materials used in daily school operation; sharing false information (i.e. Lying); or not properly identifying oneself to school personnel.

- **Cheating or Plagiarism**

Students will not copy others work as their own or to avoid completing an assignment. Students will not cheat, share, or otherwise disrupt the validity of classwork, homework, or assessments.

Handled by the individual classroom teacher with possible loss of credit for the test, quiz, project, or assignment. (Notify parent and administrator)

## **DRESS CODE**

Little Miami Local School District students are expected to maintain a high standard of behavior, and each student is encouraged to dress in a manner that is appropriate. Research has shown a correlation between appearance and behavior, especially in the school setting. Respect for self, school, home, and community can be reflected by the way you dress. The building administrator may exclude any student, when, in his/her judgment, apparel is not consistent with the standards established below.

### **Dress Code Standards:**

1. Hats, head coverings, bandanas, sweatbands, and sunglasses will not be worn inside the building.
2. Appropriate footwear must be worn for safety and sanitation reasons. Examples of unacceptable footwear include flip flops, slippers, and loose-fitting footwear that cannot safely and securely remain on the student's feet. Shoes must cover heels (no clogs, open back shoes). Students may not be allowed to participate in certain activities if footwear poses a safety concern.
3. Shirt sleeves, sweater sleeves, and vests must not be so loose or decorative as to create a safety hazard. Examples of inappropriate apparel include but are not limited to: halters, midriff tops, crop tops,



spaghetti strap tops, strapless tops, revealing and/or see through tops, open mesh garments, garments with open sides which expose skin or undergarments, tank tops, and muscle shirts.

4. Lower garments are to be worn at the appropriate level and cannot drag on the floor. Lower garments should not allow any portion of the undergarments to be exposed when the student sits, stands, raises his/her hand, or bends over. No form fitting shorts of any kind may be worn unless worn completely under a shirt/dress. Examples include biking, spandex, and Lycra shorts. Shorts must be mid-thigh. If a belt is worn, it must be of proper length.

5. Torn or tattered pants with small holes below fingertips are permitted so long as these holes do not become safety hazards.

6. Patches, insignias, buttons, jewelry, clothing, or other items that include obscene, violent, gang, tobacco, drug or alcohol related writing or images are not acceptable. Items of clothing that belittle others may not be worn (i.e., race, religion, gender, etc.)

7. Coats and jackets meant for outdoor wear, book bags and oversized bags must be kept in school lockers or other designated areas during the day.

8. Jewelry or articles judged to be potentially harmful to students are not acceptable.

9. Makeup should not be worn to school.

10. Students must maintain socially acceptable standards of personal hygiene.

\*Exceptions to the above dress code will be considered for special events, cultural beliefs and to promote school spirit. Students and/or sponsors must have permission from the administration prior to the activity.

\*The Principal, with the assistance of the faculty, shall have the responsibility of uniformly administering the dress policy. Not all clothing can be addressed in this handbook. The administration will inform the parent if there is a clothing concern not addressed in the handbook.

- **General Policies and Procedures**

1. Food and drink, with the exception of bottled water, is strictly prohibited outside of the cafeteria. There will be no food or drink, including bottled water, permitted in any art or science classroom. 2. Students shall not engage in any form of gambling.
2. Students shall not possess items such as laser pointers, toy guns, water pistols, bean shooters, water balloons, or other similar devices.
3. Students must use their assigned lockers. Students are not to share their locker or combination with other students. Students must use their assigned locks.
4. Use of personal electronic devices (iPhones, iPods, apple watches, etc.) are strictly prohibited inside academic classrooms and need to be turned off and stay in backpacks. Items found to be on and/or visible in prohibited areas will be confiscated and returned to the student at the end of the school day (1st offense). Subsequent

violations will result in confiscation of the item, to be released only to a parent/guardian, and may result in additional disciplinary measures.

5. Use of cameras during the school day is strictly prohibited, unless related to an approved curricular or extracurricular activity.
6. Students may bring electronic devices such as cell phones, tablets or e-readers to be used for educational purposes. The school will not be responsible for loss or damage to these devices and students must use them as directed by their teachers. Students will need to get approval from the teacher to use these devices.
7. Skates, skateboards, Heelys, and other nuisance items are not to be brought to school. Students bringing these items or using them during school hours will be subject to disciplinary measures.
8. The school does not take responsibility for missing or lost nuisance items.
9. All technology must be used appropriately and according to the directions of school personnel. Any technology that disrupts academics will be confiscated and may result in additional discipline. Contents of electronic devices may be searched if there exists a reasonable suspicion that they may have been used in an activity prohibited by the Code of Conduct.
10. No device is to be used to record sound, video, or still images while at school and all types of social media and messaging between students during the school day are prohibited.

### **LOCKER/CUBBIE SEARCH PROVISION**

The Board of Education reserves the right to search any pupil's locker and the contents of that locker if the Principal reasonably suspects that the locker or its contents contain evidence of the pupil's violation of a criminal statute or a school rule or school policy.

The Board of Education further puts each student on notice that the lockers are the property of the Board of Education and that the lockers and contents are subject to random searches at any time without regard to whether reasonable suspicion exists.

### **Student Conduct on District Managed Transportation** (see Bd. Of Ed. Policy JFCC-R Also EEACC-R):

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles.

Students will:



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 and wait in a location clear of traffic.
2. Arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule.
3. Wait in an area clear of traffic and refrain from exhibiting behavior at the bus stop that threatens life, limb or property of any individual.
4. Sit in assigned seats (drivers have the right to assign a student to a seat).
5. Go directly to their assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving.
6. Observe classroom conduct, or the bus conduct established by administrators and transportation personnel and obey the driver promptly and respectfully.
7. Keep the vehicle clean and free of trip hazards.
8. Refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident).
9. Refrain from eating and drinking on the bus except as required for medical reasons or as permitted by the District for non-routine trips when supervised by an appropriate chaperone, school administrator or school personnel.
10. Remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and do not throw or pass objects on, from or into the vehicle.
11. Be courteous to fellow students and to the driver.
12. Treat equipment as one would treat valuable furniture in their home (damage to the school vehicle is strictly forbidden).
13. Refrain from using nicotine products on the vehicle or possessing alcohol or drugs on the vehicle except as prescription medications may be required for a student.
14. Carry on the vehicle only items that can be held in their laps or can otherwise be stored on the vehicle in accordance with State law.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves. Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation.

### **Transportation Discipline:**

The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final. When discipline problems with individual students arise, use the following guidelines.



If possible, the driver should resolve the problem. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school. Problems that cannot be resolved by measures specified above are referred to the Superintendent. The suspension of preschool students and students with disabilities from transportation may require a modification of these procedures and complies with all applicable statutory requirements.

### **SCHOOL BUS DISCIPLINE PLAN**

1. Follow directions the first time they are given.
2. Stay in your seat while the bus is moving.
3. Keep hands, arms, feet, and objects to yourself.
4. No eating or drinking on the bus.
5. Respect yourself, drivers, others, and the bus.

### **CONSEQUENCES**

1st Violation: Verbal Warning/ Student/Driver Conference

2nd Violation: Letter/Email/Phone Call/Reassigned Seat

3rd Violation: Administrator Phone Call

4th Violation: Student/Administrator Conference

\*Bus suspensions may be implemented as needed by principal discretion.

***For serious violations, students may be sent directly to the Principal.***



**Appendix A: Little Miami Elementary: Staff Roster**

<b>Administration/Office</b>	<b>Special Areas</b>
Mrs. Alison Gates-Principal	Christina Burton- Music
Mrs. Tonda Carroll-Assistant Principal	Mrs. Amy Ehlers - Art
Mrs. Ellie Brekas- 4-5 Secretary	Mr. Shane Cummings - PE
Mrs. Brittany Crandall-Attendance Secretary	Mrs. Kathryn Holcomb – Library/Makerspace
Mrs. Kelly Simmerman- Nurse	Mrs. Stephanie Grieshop - STEM
<b>Support Personnel</b>	<b>Intervention Support</b>
Ms. Raegan Malblanc- Counselor	Mrs. Kara Ketterer- Title 1 Reading
Ms. Mary Wood- School Psychologist	Mrs. Michelle Arthur- Education Specialist

<b>Fourth Grade</b>	<b>Fifth Grade</b>
Ms. Sydney Miccoli	Mrs. Dana Albrecht
Mrs. Emily Draman (Intervention Specialist)	Mrs. Laura Brooks (Intervention Specialist 4/5 SRR)
Mrs. Debbie Combs	Mrs. Kelsey Guilfoyle
Mr. Andy Douglass	Mrs. Jill Dumford
Mrs.Christine Capobianco (Intervention Spec)	Mr. Steven Altonen
Mrs. Michelle Florence	Mrs. Hannah Huelsman (Intervention Specialist)
Mrs. Eileen Frederick	Mrs. Sarah Johnson
Mrs. Cindy Freeman	Mrs. Amy Luck
Mrs. Andrea Haugan (4/5 IS/SRR)	Mrs. Bobbie Wagner
Ms. Deb Higginbothan	Mrs. Erin Lynch
Mrs. Stacy Horton	Mrs. Sara Mason
Ms. Emily Richardson	Mrs. Jennifer Maupin
Ms. Catherine Linvingston	Mrs. Beth McCarthy
Mr. Neal Perkins	Mrs. Beth Ray
Mrs. Kelley Lunn	Ms. Sarah Fister-Brewer
Mrs. Kim Milnickel	Mrs. Mary Yeary
Mrs. Jennifer Mitchell	Ms. Caitlin Dombroski
Ms. Sally Moher	Mrs. Kelsey Marlow (Intervention Specialist)
Mrs. Audra Quinlan (Intervention Specialist)	Mrs. Kim Fey
Ms. Natasha Hardman	Mrs. Kelly Cathcart (Intervention Specialist)
Mrs. Diane Silberberg	
Mrs. Jennifer Stueve	
Mr. Brian Dunn	
Mrs. Courtney Munafu	

## Appendix A: Little Miami Primary: Staff Roster

<b>Administration/Office</b>	<b>Special Areas</b>
Mrs. Amber Huber- Principal	Ms. Kelly McKinley –Music
Mrs. Holly Grooms- Assistant Principal	Mrs. Amber Faucett – PE
Mrs. Angie Haas- Secretary	Ms. Becky Wilkerson – Library/Makerspace
Mrs. Rashmi Dinesh- Secretary	Mrs. Stacy Allen– Art
Mrs. Robin Robinson- Nurse	Mrs. Angie Hoffman- STEM
Mrs. Jessica Knochel- Nurse	
	<b>Intervention Support</b>
<b>Support Personnel</b>	Mrs. Megahn Bischof- Education Specialist
Madison Schafers – Counselor	Mrs. Julianne Brendamour- Title 1 Reading
Heather Kirby – School Psychologist	Mrs. Suzanne Macomber- Title 1 Reading
	Mrs. Courtney Meyer -Title 1 Reading

<b>Second Grade</b>	<b>Third Grade</b>
Mrs. Iram Baig (Intervention Specialist)	Mr. Chris Barr
Mrs. Amy Cleary	Mrs. Abby Chance
Ms. Shannon Corless	Ms. Rachel Daniels
Ms. Melissa Craven	Mrs. Jenny Farlow
Ms. Rayna Cressell	Mrs. Eleise Foley
Mrs. Brooke Daugherty	Mrs. Heidi Gibbons
Mrs. Annette Freedman	Mrs. Brooke Houillion
Mrs. Ashley Brown	Mrs. Sara Dicks
Mr. Stephen Hardewig	Mrs. Christi McEntire
Mrs. Vicki Ianelli (Intervention Specialist)	Mrs. Carley DelRaso (Intervention Specialist)
Ms. Beth Thiemann	Mrs. Jamie Rinke
Mrs. Karen Jordan	Ms. Jillian Ryan
Mrs. Lori Creech	Mrs. Diane Schroeder
Mrs. Molly Ramsey	Mrs. Ashley Ledford
Mrs. Natalie Edwards	Mr. Cory Taylor
Ms. Katie Taylor	Mrs. Seneca Taylor
Ms. Julie Thompson	Mrs. Danielle Temple
Mrs. Lauren Walls	Mr. Matt Vanell
Mrs. Jessica Fair	Ms. Cassidy Osborne
Mrs. Brooke Birkemeier (SRR Intervention)	Mr. Dan Schaffer(SSR Intervention)
Mrs. Brittany Jackson	Mrs. Tobi Gardner
Ms. Kiersten Rakes	
Mrs. Erica Leggiero	




**Appendix A: Little Miami Early Childhood Center: Staff Roster**

<b>Administration/Office</b>	<b>Special Areas</b>
Mrs. Teresa Reynolds-Principal	Mrs. Tonya Carmack- Library/Maker Space
Mrs. Lindsey Eckstein- Assistant Principal	Mr. Steven Bichler- PE
Mrs. Erin Losey- Preschool Director	Mrs. Jennifer Southwick- Music
Mrs. Brandi Oditt-Preschool Secretary	
Ms. Kiana Hawk -Secretary	
Mrs. Laurie Fisher- Secretary	
<b>Support Personnel</b>	<b>Intervention Support</b>
Mrs. Brittany Stultz- Counselor	Ms. Carrie Brown- Kindergarten Support Teacher
Mrs. Jenny Gifford- School Psychologist	Ms. Kiersten Kaplan- Education Specialist

<b>Pre K</b>	<b>First Grade</b>
Mrs. Jenine Carroll	Mrs. Erika Barnes
Mrs. Carolyn Davis	Ms. Kaitlyn Gilbert
Ms. Danielle Krause	Mrs. Mariann Brusman
Ms. Amanda White	Ms. Taylor Miller
	Mrs. Heidi Thompson
	Mrs. Meggan Davis
<b>Kindergarten</b>	Ms. Shannon Platt
Mrs. Erin Burgett	Mrs. Lisa Walker
Ms. Meaghan Flesner	Ms. Sarah Rawson
Mrs. Kerri King	Mrs. Adrienne Saylor (Intervention Specialist)
Ms. Kelsey Mitchell	Ms. Kendra Crouch
Mrs. Heidi Reiners	Mrs. Pam Jordan
Ms. Lynsee Spatz	Mrs. Elissa Smith
Mrs. Kim Ksander (Intervention Specialist)	Mrs. Chelsea Stacy
Mrs. Jenni Thomas (SRR Specialist)	Ms. Brittany Stapleton
Ms. Rebecca Waits	Mrs. Julie Theuring (SRR Intervention)
Mrs. Erica Williams	Mrs. Morgan Thompson
Mrs. Julie Burton	Mrs. Meredith Troll
	Mrs. Maura Burkhouse
	Mrs. Jenna McConnell
	Ms. Julia Lemmel

**Appendix B: Behavior Expectations**

PBIS Expectations Matrix								
	<b>Classrooms</b> Volume: 0-3 foot voice	<b>Playground</b> Volume: 3-10 foot voice	<b>Restrooms</b> Volume: 0 inch voice	<b>Cafeteria</b> Volume: 3 foot voice	<b>Hallways</b> Volume: 0 inch voice	<b>School Events</b> Volume: 0 inch voice	<b>Technology</b> Volume: 0 inch voice	<b>Bus</b> Volume: 3 inch voice
<b>Be Respectful</b>	<p>Keep hands, feet, and objects to yourself</p> <p>Listen to your teacher</p> <p>Use kind words</p> <p>Treat others fairly</p>	<p>Using appropriate language</p> <p>Positively greet everyone</p>	<p>Respect the privacy of others</p> <p>Keep your hands and feet to your self</p>	<p>Practice good table and line manners</p> <p>Put all trash in the trash can carefully</p> <p>Respond positively to staff directions</p> <p>Keep eating area clean</p>	<p>Be aware of others and objects</p> <p>Allow classmates to access their lockers or cubbies</p> <p>Keep up with the group</p>	<p>Show pride in fellow Panthers</p> <p>Actively listen</p> <p>Be polite to presenter</p>	<p>Use school appropriate websites</p> <p>Use devices for educational purposes</p> <p>Treat technology as if it were your own</p>	<p>Sit in your assigned seat and stay seated.</p> <p>Keep hands, feet and objects to self</p> <p>Wait in line</p> <p>Respond positively to driver's directions</p>
<b>Be Responsible</b>	<p>Participate in class activities</p> <p>Help and include others when working together</p> <p>Follow classroom rules</p>	<p>Follow playground rules</p> <p>Use equipment safely</p> <p>Return equipment</p>	<p>Use only when necessary and be efficient</p> <p>Wash hands</p> <p>Throw trash away</p>	<p>Stay seated until dismissed</p> <p>Get needed items when you go through the line.</p> <p>Make sure food items are visible upon checkout</p> <p>Raise your hand if you need something</p>	<p>Walk in a line facing forward on the right side of the hall</p> <p>Show a calm body</p> <p>Be where expected</p> <p>Keep hands and feet to yourself</p>	<p>Sit in assigned areas.</p> <p>Take care of school property</p> <p>Listen to adults when instructions are given</p>	<p>Handle computers with care</p> <p>Put computer in cart and charge each day</p>	<p>Pay attention to the bus driver's signal and look both ways before crossing road</p> <p>Keep objects in bookbag</p> <p>Keep body and belongings inside the bus</p>
<b>Be a Problem Solver</b>	<p>Try to figure it out on your own before asking questions</p> <p>Ask classmates for help (when appropriate)</p>	<p>Report all problems to trusted adult</p> <p>Settle misunderstandings by talking about the problem</p>	<p>Let an adult know if a mess needs cleaning</p> <p>Report problems to trusted adult</p>	<p>Resolve and avoid conflict with others</p> <p>Alert adults to accidents if you cannot clean it up.</p>	<p>Report all problems to trusted adult</p> <p>Settle misunderstandings by talking about the problem</p>	<p>Leave the area better than what you found it.</p>	<p>Restart computer on regular basis</p> <p>Try it twice before asking teacher</p>	<p>Get on/off at your stop</p> <p>Resolve and avoid conflict with others</p> <p>Be cautious and alert</p>



