

**2023-2024**  
**LICKING VALLEY MIDDLE SCHOOL**  
**STUDENT HANDBOOK**



**Main Office Phone (740) 763-3396**  
**Attendance Phone (740) 763-3935**

**Website: [https://www.lickingvalley.k12.oh.us/lickingvalleymiddleschool\\_home.aspx](https://www.lickingvalley.k12.oh.us/lickingvalleymiddleschool_home.aspx)**

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# 2023-2024 LICKING VALLEY MIDDLE SCHOOL STUDENT HANDBOOK

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### **Equal Education Opportunity**

This District provides an equal educational opportunity for all students. Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin while at school or a school activity, should immediately contact the School District's Compliance Officer:

Andrew Douglass  
Treasurer  
740-763-3525

Complaints will be investigated in accordance with the School Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

### **Special Note**

This Student Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in the Handbook since it was shared electronically. If you have questions or would like more information about a specific issue or document, contact your school principal or assistant principal, or access the document on the District's website: <https://go.boarddocs.com/oh/lival/board.nsf/public?open&id=policies> and clicking on the specific policy or administrative guideline in the Table of Contents for that section.

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### LVMS Staff

First Name	Last Name	Position	Email
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Mike	Hageman	8th SS	hagemanm@lickingvalley.k12.oh.us
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## **Foreword**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook contains important information that you are responsible for knowing; please become familiar with the following information and you know where to find it in case you need to reference it for any reason. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects.

## **Confidential Records**

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, or the adult student. The only exception is to comply with state and Federal laws that authorize the release of such information without consent.

Students and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying cost may be charged to the requestor. To review records, please contact the building administrator in writing, stating the records desired.

## **Federal Rights and Privacy Act (FERPA)**

As a practical matter, conferences generally focus on student performance as reflected in school records. Since records are disclosed during the conference, the Federal Education Rights and Privacy Act (FERPA) prohibits disclosure to any non-parent and would generally require non-parents to be excluded. So, FERPA would exclude a neighbor, stepparent, relatives, or significant other that a parent might want to bring to the conference. A custodial stepparent, who is present in the home on a day-to-day basis, may have records access rights under FERPA as long as the following criteria is met: the custodial parent is away for long periods of time (i.e., long-haul truck drivers); the custodial parent must leave written documentation for the school noting who is authorized to have parental rights while absent. Another exception to this general exclusion would be for special education students, inasmuch as the Individuals with Disabilities Act expands the definition of parent to include virtually anyone who has an interest in the well-being of the child.

## **Student Attendance Procedures**

All students regularly enrolled in Licking Valley Middle School are under its jurisdiction according to the authority invested in it by the state of Ohio. These students are subject to all regulations required by the state of Ohio. In regard to attendance, the regulations are as follows: 1. To enforce the state compulsory attendance law, and 2. To use reasonable care regarding the welfare of the students. The state has defined the following reasons as legitimate legal absences: personal illness, illness in the family, quarantine, family obligation, observance of a religious holiday, death of a relative, educational trip (with parent or guardian).

### **Pre-Arranged Absence**

If it is necessary for a student to be absent from school for an extended period of time, i.e., family vacation, etc., it is best practice to send a note to the middle school office. This note should be signed by the student's parent(s), with an explanation as to why their child will be absent from school. We also strongly encourage the students to communicate their upcoming absence with their teachers.

### **Absences**

Parents are required to notify the school (by phone, email, or handwritten note) on each day their child is absent. Please call the school between 6:00 and 8:30 a.m. at (740) 763-3935. ***Please send a note with your child upon their return to school. Include grade, child's full name, and date. Please include the reason for absence and a signature from the parent or guardian. Your child is considered unexcused until a note is received from home.*** Any note verifying an absence will be kept on file for one year. The school reserves the right to ask for medical excuses for those students who miss an excessive number of hours during the school year. A child that misses 30 consecutive hours, 42 hours in a school month, or 72 hours in a school year will be referred to the Licking County Attendance Officer. The principal or his designee shall determine if the absence falls into the categories accepted by the State Department. All absences must be validated by written documentation from the parent or guardian within three school days following the absences or the absence will be considered unexcused.

### **Tardiness**

Students reporting to homeroom after 7:28 a.m. must report to the office for a tardy slip. Students will be considered tardy until 8:35 a.m. No consequences will be given to students for their first three occurrences - they will be considered

warnings. Upon the fourth tardy and all subsequent tardies, the student may be subject to disciplinary consequences determined by school administration. If a student arrives after 8:35 AM, they will be charged with a half-day absence.

\*Incidents of tardiness throughout the school day that occur after the 7:28 AM - 8:35 AM time frame, will be handled by the classroom teacher in accordance with our recommended guidelines for a student being out of their assigned area.

### **Early Dismissal**

If it is necessary for a student to leave school during the day, the student must obtain permission from the office before leaving the building. We believe it is best practice to schedule appointments after the school day, however, if an early dismissal is needed, the student must bring a note to the office upon arrival to school, signed by a parent or guardian. Please include the date, time of dismissal, and whether or not the student will be returning to school that day. If a student leaves before 1:45 PM, they will be charged with a half-day absence. If a student leaves after 1:45 PM, the student may be issued with a tardy.

### **Procedures for Dealing with Truancy**

Truancy is defined as any absence from school for any length of time without the permission or knowledge of a parent and/or school staff. Students that are truant may be issued with school consequences determined by school administration. If necessary, a truant student might be referred to juvenile court.

### **Attendance and Extracurricular Participation**

In order for a student to be eligible for **any** extracurricular activity (which includes practices, rehearsals, and games, matches or performances) they must be in attendance all morning (7:28-10:45) or all afternoon (10:45-2:18). \*A student who is **truant** will **NOT** be eligible for **any** extracurricular activity (which includes practices, rehearsals, and games, matches or performances).

### **Grading Philosophy and Policy**

We believe that a grade (4,3,2,1) is an indicator of student achievement relative to the academic content standards covered throughout a grading period and measured by varying types of assessments. The purpose of the grade is to communicate and demonstrate to the student and other key stakeholders the level of achievement and/or mastery that has been attained from those standards. It should not be inflated or deflated by behaviors that do not represent achievement. Likewise, we believe that not all assignments need to be graded to be relevant in the learning



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process. There may be a greater emphasis on summative assessments (i.e. projects, tests, labs, presentations, etc.) to constitute the period grade. The basis for learning a skill still remains the same; practice with feedback (formative assessment).

Integer	Descriptor	Definition
4	Mastery	Student shows in-depth mastery of knowledge, can reason using that knowledge and can consistently apply skills at a high level independently.
3	Proficient	Student shows proficiency with knowledge, and can reason using that knowledge and perform skills independently most of the time.
2	Limited Proficiency	Student shows limited proficiency with knowledge, but needs assistance to apply it or perform skills.
1	Minimal Proficiency	Student has minimal proficiency with knowledge, and can't apply that knowledge or perform skills.

### **Classwork / Homework / Missing Work**

Our aim is to make all academic work relevant to the learning process with an emphasis on practice and teacher-student feedback prior to any summative assessment. Classwork and homework can be considered a type of formative assessment and may or may not be graded. Students will be responsible for completing the work and we will not accept non-completion. Should a student not complete work in a timely manner the administration may initiate a consequence or provide a setting to assist with additional support of the content.

*\*Of special note, students with an IEP that receive extended time will be given the prescribed time as noted in their accommodations prior to any consequence that may be given.*

### **Extra Credit**

There will be no extra credit of any kind included in a student's grade. We believe that incentives can be appropriate in the learning process; but they should not artificially inflate a grade. Thus, bonus points for various activities, bonus questions on tests, etc. will not be issued.

## **Revision Policy**

We believe that if an assignment or assessment is worthy of a grade being given, it is worthy of being revised or redone. This extends the learning process and increases the likelihood of mastery. Thus, students will be given a maximum of 3 school days to revise the graded assignment or assessment after feedback is provided by the teacher. The grade for any reassessment or revision may replace the grade originally received OR the teacher has the discretion to keep the higher grade if appropriate.

Teachers are free to require students to seek teacher intervention or show remediation prior to retesting. Teachers may require students to retest at a time outside of normally scheduled class time. Teachers also may require that the student revise or retest if they deem the submitted work to not be the student's best effort.

### **Exceptions to 3 Day Revision**

- 1) The teacher, at their discretion, can restrict the revision/re-do opportunity if the student has received individualized written and/or verbal feedback (formative) on multiple occasions with growth opportunities ahead of the summative assessment, project, or presentation. This will most likely occur at the end of an extended unit.
- 2) At the conclusion of the fourth grading period when grades will be made final on teacher record day immediately following the students last day of school, time may not allow an assessment to be revised/re-done.
- 3) The student shall not be granted a revision/redo opportunity if the student has failed to attempt to complete the work prior to the assigned due date.
- 4) Students with special circumstances or students that require additional time as noted in an IEP or 504 may be granted additional time past the 3-day window.

### **Missing Work**

In order to accurately convey to parents where their student stands academically, on JumpRope we may need to use an "M" for missing work or an "X" for missing work that turns into a zero. Please know that they are not permanent - these marks can be updated if the student completes the work on time, or is in compliance with the revision/redo policy.

### **Out-of-School Suspension / Truancy**

We believe that students must be given the opportunity to complete their work and receive credit during times of suspension and truancy. If the work is not submitted in a timely manner, the missing work provision of our policy is enacted. Should a student miss an assessment during the time of suspension ample time to make up the test for credit will be allowed. Again, we do not want poor behavior or a poor choice to further impede the learning process.

### **Academic Dishonesty**

Academic dishonesty is misrepresenting work as one's own. It includes but is not limited to copying, plagiarism, or sharing work if otherwise not permitted. Should a student allow another to "copy" work, both students are guilty of academic dishonesty and will be held accountable. To be consistent with our policy, students will not receive a zero or no credit. They will be given an alternate assignment or assessment that they will be responsible for and receive credit. There may be a behavioral consequence issued by the administration for the act of academic dishonesty. These consequences may include but are not limited to: detention, after-school obligations, and/or in-school suspension.

Any use of A.I. (Artificial Intelligence) unless under the guidance or direction of the classroom teacher is strictly prohibited. Words and thoughts created that are not your own will be considered plagiarism/cheating.

### **Retention Policy**

Students who fail two or more of the core content areas: (Math, Science, Language Arts, and Social Studies) or one major and two unified arts areas will be considered for possible retention. LVMS Unified Arts include: Art, Health, Music, Pre-Engineering, Physical Education, Band, Choir, WIN (What I Need), and Industrial Technology. Students may be able to avoid possible retention by attending a summer school program or through sufficient hours of tutoring by a properly certified teacher, or through utilizing the LV Educational Options Program.

### **High School Course Work**

Students below the ninth grade may take advanced work for credit when warranted by both the middle and high school principals. Such credit will be considered in calculating the units required for high school graduation. The course grade will be a part of the student's high school G.P.A.

### **School Supplies**

Each student is expected to furnish their own school supplies. We suggest that you keep such items as pens, pencils, paper, tissues, and scissors in your locker. **Students are expected to bring all needed materials to class daily.** Individual teachers or teaching teams may require additional materials.

### **Lockers**

Each student has an assigned hall locker with a unique combination for school supplies and personal belongings. We encourage students to memorize their combinations. **Do not give your combination to other students!** The door on your locker is to be kept shut at all times when not in use. Any student that damages their locker may be subject to consequences issued by school administration.

Keeping your locker neat and orderly is your responsibility. Keep your books and materials in your own locker. Many books and valuables become lost when placed in another person's locker. Students are not to glue, paste, tape, etc. items such as mirrors, banners, pictures, decals, etc. on or in your locker. Magnets may be used. Lockers are loaned to students with the understanding that the locker is school property. Board of Education's Guideline reads: "A search of any student's locker and its contents may be conducted at anytime provided that the school responsible for the searches conspicuously posts notices that lockers are the property of the public school and the contents of all lockers are subject to random searches without regard to reasonable suspicion."

### **Student Services and Student Opportunities**

**The office phone is limited to school business and student emergencies.** Students must receive permission from their classroom teacher and the front office staff to use the office phone.

### **Health Clinic**

LVMS has a health clinic near the front office. While a school nurse is not in our building full-time, they are generally available when needed by phone call. When you are injured or become sick at school, you should report to the office. If the situation cannot be treated adequately, your parent or guardian will be called. \*A student will not be sent home or to a doctor/hospital without the parent's authorization except in an emergency. \*Note: Health clinic space is very limited and students will not be permitted to spend the entire day in the clinic.

### **Administrative Staff**

The primary duty of the assistant principal is to assist the building principal, students, and teachers with academic and discipline concerns of the middle school. The assistant principal will work with students to resolve situations before they become a discipline concern.

The assistant principal has shared authority of school discipline and its supervision. The assistant principal will collect data on all discipline referrals, communicate with all stakeholders throughout the discipline process, and administer consequences when deemed necessary by school administration.

The assistant principal will assist the principal and staff with supervision of extra-curricular activities. Students and parents are encouraged to contact the principal or assistant principal whenever they have a concern regarding the middle school program.

### **School Counselor**

The primary duty of the licensed and professionally trained school counselor on staff is to enhance the learning process and promote academic, career, and social/emotional development. Furthermore, the school counselor will assist in the maximization of personal and academic achievements of all students.

The school counselor will provide professional assistance and support to a student or a small group of students during times of transition, heightened stress, critical change or other situations impeding student's success. School counselors are prepared to recognize and respond to student mental health needs, and to assist students and families seeking resources. \*Note: School counselors are not trained or licensed to provide therapy or long-term counseling in schools.

An open-door policy is encouraged to talk with the school counselor when students need assistance or support. If for any reason, the school counselor is unavailable, it is encouraged to email or complete a referral so that support is provided in a timely manner.

Parents who would like to discuss anything regarding their child with the school counselor can call 740-763-2845 or email [thompsonn@laca.org](mailto:thompsonn@laca.org).

### **Prescription Drugs and Other Medications**

On certain occasions, students may require prescription drugs and/or medication at school. Please remember that each student is given a "Dispensing of Medication Form" at the beginning of the school year. A form must be filled out and signed by both physician and parent/guardian and brought to the office where it will be kept on file. The Local Superintendent and the County Sheriff's Department will be notified regarding any illegal drug medication situation, and necessary discipline action may be taken.

### **The Learning Center**

Students using The Learning Center are expected to use the facility for its intended purpose. Since a limited number of students may use The Learning Center, those having research and reference work may be given priority over students without the same academic obligations. Computer use in The Learning Center is limited to educational use only. Refer to the computer technology section of the handbook for further explanation.

Students who become discipline problems, or who create disturbances in The Learning Center may be asked to leave or lose visitor privileges, and could be subject to disciplinary action and/or consequences.

You will use your student ID to check out materials. Using another student's ID will result in the loss of The Learning Center privileges.

The materials in The Learning Center are purchased with taxes paid by stakeholders and are meant to be used by all students. Please do not deface or destroy materials. If a student defaces or destroys school property, they may be given consequences. No fines are charged for overdue books, but your report card may be held until The Learning Center materials are returned, or satisfactory arrangements have been made with The Learning Center's director.

The Learning Center director will send out overdue book notices when a book is past due. If a book is not returned after multiple attempts of overdue notices, The Learning Center director may administer consequences.

### **Computer Technology**

Licking Valley Local Schools recognizes the importance of the use of technology in educating all children, we also realize there must be policies for the proper use of computers and the internet. These regulations are outlined in the Licking Valley Local Schools Board Policies: po5136.01 & po7540.03

### **Interscholastic Activities**

Licking Valley Middle School will compete in football, basketball, cross-country, wrestling, volleyball, track and cheerleading. All extracurricular participants, grades 7-12, must be drug tested before they can participate. Random tests are also given throughout the season.

When a season for a sport begins, any student interested is welcome to try out. Strict scholastic eligibility will be maintained. Students with less ability and/or not working to their full potential may be cut. A student must also pass 5 classes the previous grading period to participate.

A physical examination is required prior to student participation in either practice or actual competition. An insurance or liability form is also required along with proper completion of the Code of Conduct forms.

### **Band and Choir**

Any middle school student may participate in band or choir upon approval of the principal and the director. Students should register for band or choir in the spring of the preceding school year. Students must have permission from the principal, the director and their parents to drop the subject. Students who wish to withdraw with permission, may do so within the first three weeks of the first semester and within the first three weeks of the second semester without failure. Students who withdraw later, may receive a failing grade for the semester. Students are expected to attend all rehearsals and performances.

### **Passes**

If your teacher sends you out of the room, you must have a hall pass. A student with or without a hall pass that is out of their assigned area may receive a consequence. \*Note: Students who are late to class will not be issued a pass from the office unless they had official business in the office that caused them to be late.

## **Transportation**

### **School Buses**

Bus rules are posted on all buses. While on the bus, you are under the authority and direct responsibility of the bus driver. Your conduct must be acceptable or disciplinary action may be taken from school administration including, but not limited to: detention, suspension and expulsion from school.

Students must have a note signed by a parent/guardian and approved by the school office in order to get off the bus at a point other than their residence. Bus passes requiring a student to ride a different bus can only be obtained with prior permission from the transportation supervisor. This is only permitted when there is room on the bus.

### **Automobiles**

Middle school students are not to drive automobiles to or from school even if they are 16 years of age. Middle school students are not permitted to drive any motorized or recreational vehicles on school property.

### **Drop-off/Pick-up**

When middle school students are transported by car, the driver should be an adult. Students should always be picked up and dropped off behind the middle school building.

## **Insurance**

Accidental school related injuries are covered by a voluntary student accident policy sold at the beginning of each school year or by parent's home insurance. When injuries occur, if you expect to file a claim, you should obtain a form from the secretary within a few days. It is the responsibility of the parents to secure the form, have it completed by the physician (and office, if necessary) and to mail it to the insurance company. Students participating in our athletic program must subscribe to this insurance if not covered through family or other coverage.

## **PBIS**

PBIS is school-wide Positive Behavioral Interventions and Supports. PBIS is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices that affect student outcomes every day. The broad purpose of PBIS is to improve the effectiveness, efficiency, and equity of schools and



other agencies. PBIS improves social, emotional, and academic outcomes for all students.

LVMS will utilize the PBIS framework and model to ensure that we are proactively supporting and preventing unwanted behaviors by consistent data collection, universal support, and the incentivization of positive behavioral outcomes.

The staff and administration at LVMS will routinely collaborate to ensure that data collection, support implementation, parent /student communication and appropriate incentivization is being administered with fidelity.

## **Student Conduct**

### **Dress Code**

Students should realize that their appearance is important. It is our belief that students should realize their appearance can lead to a positive and healthy outlook on their day. The responsibility for a student's appearance is the function of the student and their parents. The home should set the standards for student clothing and hairstyles, not the school. We hope parents and students will exercise good judgment so they will not encounter problems with their appearance at school. Here are the expectations of the administration and staff at LVMS:

1. Clothing and hair should be clean, as should the body. \*Note: If a child is unable to clean their clothes, body, or hair - LVMS will make every attempt to assist that child and/or their family if/when asked to do so.
2. Hats, bandanas, hoods and sunglasses are not to be worn in the building except when approved for special occasions.
3. All shirts must have sleeves that cover the majority of the shoulder. Shirts/tops must fully cover the student's torso and be tucked or extend below the beltline.
4. Undergarments of any kind should not be visible.
5. Pants and shorts are to be worn at the waistline.
6. Shorts may be worn all year long. Shorts, skirts and dresses must be at least mid-thigh or below. Holes in jeans exposing skin, must also be mid-thigh or below.
7. Coats and bookbags are to be kept in the student's locker.
8. Obscene, vulgar, or suggestive pictures and wording on clothing and digital imagery (including but not limited to Chromebook displays) is not acceptable at school. This also includes the Confederate Flag.

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9. Reference to any alcohol, tobacco, or drug related products are not to be displayed on clothing and digital imagery (including but not limited to Chromebook displays).
10. Jewelry, including but not limited to bracelets, earrings, necklaces, chains, and safety pins must be conservative and worn modestly. No wallet chains or chains worn on pants will be allowed.

School officials will handle each dress code situation as they arise on an individual basis. Every dress code violation will be tracked and recorded. The first and second offense, while recorded, will be considered warnings. These offenses will be corrected immediately if possible. A third violation, and any subsequent violation of the dress code during the school year will result in at least a detention and could possibly yield more severe consequences. If the principal or his designee(s) deem that the dress code violation is egregious enough to disrupt the learning environment, that child will be placed in ISS until their parent can either pick them up or remediate the situation.

The principal or his designee(s) will have the final say as to if the appearance of a student disrupts the educational environment.

### **Conduct and Discipline**

#### **Introduction & Philosophy**

This discipline code is suggested in order to provide a student guide for appropriate behavior in a school environment and to help ensure rights, privileges, and safety of all students, staff, and school patrons. It is our belief that proper respect for the discipline code is necessary in order to have a fulfilling experience throughout all areas of the educational process. We also believe that the production of a suitable learning environment is a collaborative effort between all stakeholders.

#### **Application of Discipline Code**

This code applies to all school activities, curricular and co-curricular, whether on our school property or away.

#### **General Conduct**

1. The classroom must be a welcoming learning environment. Any attempt to disrupt or diminish the learning environment cannot be tolerated. Teachers

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- may establish reasonable rules, expectations, and guidelines to ensure, protect, and promote a positive and productive learning environment.
2. Students are expected to be in their assigned area at the designated time unless they have a pass or permission from an LVMS staff member.
  3. Students are to have no physical contact. No fighting.
  4. Transportation sponsored by the school or school organizations fall under school regulations.
  5. A student cannot be removed from school by anyone other than the principal, assistant principal, superintendent, parent(s) / guardian(s), or officer of the law.
  6. Visitors must sign in and secure a pass in the front office. School aged visitors are not permitted without the principal's approval.
  7. Posters and announcements must have the approval of the principal before being displayed in the school.
  8. All students are expected to leave the school building at the end of the day unless remaining for a special school activity or other recognized school business.
  9. Throwing objects in school is not permitted.
  10. Horseplay of any kind is prohibited.
  11. Any behavior either written, spoken, or acted out, that degrades, insults, or otherwise (offends another person) on school property or at a school activity is prohibited. The school will protect the rights of others in the school environment regardless of race, religion, sex, economic status, sexual orientation, national origin, or handicapping condition. Examples of such prohibited behaviors are, but not limited to, racial slurs written on books, lockers, etc., symbols of negative behavior either worn or written (such as but not limited to: swastikas and stars and bars) use of offensive language.
  12. Instigating a fight by harassing or teasing will not be tolerated.
  13. Bullying or intimidating another student more than once either verbally or physically will not be tolerated. Because many of these incidents occur outside of school hours, we strongly encourage the student to report any occurrence of bullying or intimidation to any building staff member.
  14. Computer hacking: Tampering with the computer network system, i.e. computer hacking, falls under the school theft and/or school vandalism policies of the Licking Valley Middle School Student Code of Conduct. Violation of this rule may result in disciplinary action.
  15. Food and drinks are to be limited to the cafeteria, except when approved by an LVMS staff member.

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16. Electronic devices such as, but not limited to: cell phones, headphones, AirPods, iPods, iPads, etc., may only be used at designated times and in designated spaces as defined by the teaching staff and/or administration.
17. A student shall not exhibit inappropriate display of affection on school property or at school-sponsored events on or off of school grounds.
18. Students are not allowed to have their cell phone out during class unless otherwise noted by a staff member. Students are encouraged to store their cell phones in their lockers and have them turned off. Students are not permitted to use cell phones during school hours with the exception of breakfast and lunch. Students are 100% responsible for what is on their cell phone. If students need to contact their parents, they should do so in the office. All cell phone violations will be recorded for data tracking purposes. The first offense will result with the student losing their cell phone for the day, the student can pick their phone up at the end of the day. The second offense will result with the student losing their cell phone for the day, and a lunch detention assigned. The student will be responsible for end of the day pick up. The third offense and every subsequent offense will result in the loss of cell phone for the day and an ISS. The parent will be responsible for picking up the cell phone for the student on the third offense and every offense thereafter.
19. Insubordination and disrespect of a school employee will not be tolerated.

### **Gross Disciplinary Violations**

A gross violation of the Student Code of Conduct during curricular or co-curricular activities, whether on school property or away, if it impacts the school facility, Licking Valley students, and/or Licking Valley school personnel, may result in the following consequence(s): assignment to detention, ISS, an out-of-school suspension of up to ten days, a recommendation to the superintendent for expulsion from school, or an arrest if necessitated by the offense.

#### **Gross violations include but are not limited to:**

1. **Assault:** An assault or encouragement of assault, on school premises or under jurisdiction of the school, or at a school sponsored activity, away or at home.
2. **Extreme or Excessive Disruption:** Any extreme or excessive disruption of classrooms, or non-classroom activity to the extent that other students, staff, or patrons are not permitted the right to benefit from instruction or participation either as students or spectators.

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3. **Failure to Serve:** The failure to serve the full duration of an assigned consequence may result in the student being assigned a more severe consequence.
4. **Fighting:** Any fighting, encouragement of fighting, or instigating a fight on school premises, under school jurisdiction, or at a school sponsored activity (home or away). Fighting involves the striking or kicking of another person with the hand, feet, or a weapon of any kind.
5. **Firearms & the School:** The definition of a firearm shall include any weapon (including a starter gun) which will or 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 the 18 U.S.C.A. Sections 921-924), which includes, but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or 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. Students are prohibited from bringing or being in possession of a firearm on school property, in a school vehicle, or to any school sponsored activity. The Ohio Revised Code has provided provisions to allow the Superintendent to expel a violator of this policy for up to one calendar year.
6. **Fire Safety:** Burning, lighting, detonating any combustible or explosive devices (including but not limited to lighters) on school premises or vehicles, which endanger life, property, or welfare of the staff, patrons, or students will not be tolerated. All cases of setting/starting a fire will be reported to the State Fire Marshal's office and other law enforcement agencies for investigation. The initiating or encouragement of a false alarm and/or bomb scare is not allowed. The Ohio Revised Code has provided provisions to allow the Superintendent to expel a violator of this policy for up to one calendar year.
7. **Forgery, Falsification, and Lying:** A student shall not falsely represent or attempt to falsely represent any information (names, dates, times, grades, addresses, etc.) on school forms or any correspondence given to school officials.
8. **Gambling:** Gambling is prohibited at all times. A student shall not play a game for money or other considerations. Students who gamble on an activity in which they are involved may be banned from that activity.
9. **Hazing:** Hazing any other student, with or without permission, during co-curricular activities or curricular activities. Hazing may be activities that

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cause injuries or mental or physical pain or suffering. Injured students may bring legal action, in addition to suspension and expulsion, against violators. Action may be lodged against those in authority who made no efforts to prevent such activities.

10. **Inappropriate Materials:** Students are not to possess, bring, transmit, conceal, sell, or offer to sell material which is considered offensive, obscene, sexually explicit, racially motivated, and/or pornographic.
11. **Insubordination:** Insubordination is defined below. Note: An insubordinate student has knowingly and willingly violated the Student Code of Conduct.
  1. Refusing repeatedly to the directions of teachers, student teachers, substitute teachers, paraprofessionals, administrators, bus drivers, or other authorized school personnel during the time the student is under the authority of school supervision at the home school or away. This includes refusal to do assigned schoolwork.
  2. Verbally assaulting or by making gestures to a school employee, student, visitor, or other person charged with school related responsibilities, whether on or off school premises.
  3. Disrespectful behavior towards any school employee is a serious offense and will not be tolerated.
12. **Interference with an Investigation:** Student(s) who fail to tell the truth, serve as a lookout for someone violating the provisions of this handbook, or attempting to prevent the apprehension of another person, shall be subject to disciplinary action.
13. **Knives & the School:** Students are also prohibited from bringing or being in possession of knives on school property, in a school vehicle or to any school sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. For purposes of this policy, further criteria must be considered. A knife as defined above must meet both of the following criteria to be a violation of this policy.
  1. An instrument or device capable of inflicting death.
  2. An instrument designed specifically adapted for or used as a weapon. Simple pocket knives are prohibited on school property, in a school vehicle, or to any school activity. However, since a simple pocket knife would be considered as a possible disruption of the school environment it may be dealt with in a less severe manner by the building principal. The Ohio Revised Code has provided provisions to allow the

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Superintendent to expel a violator of this policy for up to one calendar year.

14. **Narcotics, Alcohol, and Drugs:** Possessing, delivering, arranging for delivery, selling, offering for sale, using, concealing, or showing evidence of having used any of the following but not limited to: narcotics, alcoholic beverages, inhaled intoxicants, marijuana, counterfeit controlled substances, over the counter mood-altering substances, drugs, or controlled paraphernalia.

**A counterfeit controlled substance is defined as:**

- Any drug that bears or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark.
- Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed as such.
- Any substance that is represented to be a controlled substance but is not a controlled substance.
- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its labeling, packaging, distribution, or the price for which it is sold or offered for sale.
- **Note:** All forms of medication, prescription and non-prescription, are to be registered on a use form in the principal's office. Any medication, which must be taken at the school, is to be stored in the middle school office. Such medication shall be dispensed following the instructions of the completed medical use form.

15. **Other Weapons & the School:** Other dangerous weapons are prohibited on school property, in a school vehicle, or to any school activity. These weapons may include, but not limited to: metal knuckles, straight razors, razor blades, noxious irritants, poisons, or other items possessed with intent to use, sell, harm, threaten, or harass students, staff members, parents or community members. The Ohio Revised Code has provided provisions to allow the Superintendent to expel a violator of this policy for up to one calendar year.

16. **Profanity, Inappropriate Language and/or Obscenity:** A student will not, by written (including technology), verbally, by gestures, or other means, annoy or humiliate others or disrupt the educational process by using

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- profanity, racially motivated language or gestures, slander, slang, homophobic language or gestures, hateful language or gestures or obscenity.
17. **Repeated Violations:** Repeated violations of the Student Code of Conduct may increase the severity of one's disciplinary consequences.
  18. **State and City Ordinance:** A student shall not violate any Ohio Revised Code Sections of State law or Licking County Ordinance.
  19. **Threats and Intimidation:** A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include, but is not limited to threats used to extort money or any other item of value from another student or person.
  20. **Vaping:** The possession or use of a vaporizer/electronic cigarette is not permissible on school grounds.
  21. **Willfully Destroying:** The willful destroying, damaging or stealing of school and/or student property. In addition to school consequences, the student may be held responsible for the costs associated with the damages.
  22. **Explicit Images:** The use, possession, or distribution of explicit images that include, but are not limited to: nudity, pornographic, graphic, violent, drug or alcohol related, racial, homophobic, and/or hateful in any form are prohibited in the school, on school transportation, at any school sponsored event (home or away).
  23. **Out of Assigned Area:** Any student that is out of their assigned area, including, but not limited to: being more than five minutes late for class, off school property, in an undesignated area, any area without permission (on or off school property) will be considered out of their assigned area.
  24. **Theft or Possession of Stolen Items:** Knowingly stealing or in possession of stolen property (taken from school, members of school, or brought to school from off school property) is prohibited at LVMS. Violators of this policy could be subject to consequences administered by school administration.
  25. **Tobacco:** Definition: A student will be considered smoking/using a tobacco product if a staff member determines:
    - The student has a lit or unlit cigarette/cigar/other tobacco product in their hand, mouth, or is discarding it.
    - The student is in a restroom stall from which there is obvious smoke coming from the stall.



- The odor of tobacco on a student's breath is sufficient for reasonable suspicion of tobacco use.

### **Harassment / Bullying**

Repeated inappropriate behavior and/or unwanted persistent behavior negatively affecting other students and/or staff members. (**See School Board Policy 5517.01**) Any instance of harassment or bullying would be considered a gross violation of the school code of conduct which could lead to consequences as determined by the administrative staff.

#### **Sexual Harassment:**

- The Licking Valley Local School District is committed to eliminating and preventing sexual harassment from all schools and facilities. Sexual harassment is improper, immoral, and illegal; thus it will not be tolerated within the district. This policy is implemented to inform both students and personnel as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district. A definition of sexual harassment as defined by Ohio and Federal law is unwanted sexual advances, or unwanted visual, verbal or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:
  - Unwanted sexual advances, including propositioning.
  - Explicitly or implicitly offering employment benefits in exchange for sexual favors.
  - Making or threatening reprisals after a negative response to sexual advances.
  - Non-verbal conduct: leering, making sexual gestures; displaying sexually suggestive objects, pictures, cartoons or posters.
  - Verbal conduct: making or using sexually derogatory comments.
  - Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
  - Physical conduct: touching, assault, impeding or blocking movement.

**Note:** This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal use.

**Sexual Harassment Procedures:**

When unwelcome activities described above of a milder nature occur, the best thing is to say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, then recourse for staff should be sought through the District Superintendent. Recourse for students should be through any school counselor or administrator. Any member of the school community who believes that he or she has been subjected to sexual harassment or is aware of sexual harassment toward another person should report the incident(s) to the Superintendent or the responsible building principal.

**Bullying & Bullying Procedures:**

Bullying or intimidating another student more than once either verbally or physically will not be tolerated. It is the responsibility of the student to report any occurrence of bullying or intimidation to any building staff member. Often these problems occur outside of school and continue in school. When this happens, the school administration will deal with it accordingly.

**Consequences for Unacceptable Student Conduct**

**Discipline Problems and Resolutions**

Attempts shall be made to resolve discipline problems before they become serious. Methods of discipline may include:

1. Conferences by school officials, parents and students or any combination thereof.
2. Detentions (after school and/or lunch)
4. In-school suspension
5. Out-of-school suspension
6. Expulsion
7. Referral to juvenile court
8. Referral to arresting officials

**Procedures Under Student Discipline Code**

**Detention Procedures**

Detention is designed to offer an immediate consequence for inappropriate actions in the school setting. The principal or teacher may assign detention. The student must report to the detention area as designated. A detention or lunch detention

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may be assigned for 30 minutes or more depending on the nature of the rule infraction. An administrator or staff member will supervise the detention assignment. Students are expected to work on school related material or to read quietly. Talking is not permitted. Students will not be allowed to put their heads down or sleep. No food or beverage may be brought, unless assigned during their lunch period. Assistance in most subject areas will be available to students. Note: If a student fails to serve their assigned detention, the student may be re-assigned the detention with added time, ISS, or out-of-school suspension at the discretion of the principal.

### **Suspension Procedures**

- The principal, assistant principal, or superintendent can suspend a student. Students may be suspended at the beginning of the new school year for offenses that occurred at the end of the previous school year.
- Ten school days is the maximum length of a suspension.
- Written notice of intention to suspend must be given to the student.
- An informal hearing must be held before the principal, assistant principal, superintendent, or designee.
- A letter of suspension must be sent to the clerk of the Board of Education and parent or guardian within 24 hours of the suspension and include:
  - Reason for suspension.
  - Right of student and parent appeal to the Board of Education or designee.
  - Right to be represented at the appeal.
  - Right to request a hearing on appeal to be held in executive session.
- Appeal to Board of Education or designee on the suspension may include:
  - Board hearing in executive session.
  - Pupils may be represented in the appeal.
  - A verbatim hearing record is required.
  - The Board of Education may vacate, affirm, or change the suspension and must do so in an open board meeting.
  - Board of Education decisions may be appealed to the Court of Common Pleas.
- A student suspended out-of-school will be responsible for their work to receive credit.
- Students who are suspended or expelled may not be present on school property, participate in or attend any school activities or contests, or be present at activities on property controlled by the school.

### **Expulsion Procedures**

(excluding the student for a period of up to one school year.)

- Power to expel a student is held only by the superintendent.
- Written notice of the intention to expel must be sent to the pupil, parent, or guardian and shall include:
  - Reason for the intended expulsion.
  - Notice that the student, parent, or representative may appear before the superintendent or designee and challenge the expulsion. The superintendent cannot compel hearings.
  - Time and place of hearings not less than three (3) days nor later than five (5) days after the notice of expulsion. The superintendent may grant an extension of time.
- An expulsion letter must be written to parent or guardian and board clerk within 24 hours after action and must include:
  - Reason for expulsion.
  - Right of pupil or parent to appeal to the Board of Education or designee.
  - Right of pupil to be represented at an executive session.
- Appeal to the Board of Education on an expulsion by the superintendent.
  - Pupil or parent may appeal to the board of education or its designee in executive session.
  - Pupil may be represented in executive session.
  - A verbatim record of the hearing is required.
  - Board action may affirm, vacate, or change the expulsion in public session.
  - The Board of Education decision may be appealed to the Court of Common Pleas.
- Students may be expelled by the superintendent at the beginning of the new school year for offenses that occurred at the end of the previous school year. In such cases, the superintendent shall provide the student and his parents with information about services or programs offered by public and private agencies that work towards improving those aspects of the pupil's attitude and behavior that contributed to the incident that gave rise to the pupil's expulsion. Such information shall include names, addresses, and phone numbers of appropriate agencies.

**Procedure for Removal of a Pupil**

A pupil who is a continuing danger to property or persons or who disrupts school activities may be subject to:

- Removal from the premises: a superintendent, principal, or assistant principal may remove a student from curricular or co-curricular activities.
- Removal from an activity, but not from the premises: a teacher may, as an emergency act, remove a student from activities. The teacher must document to the principal stating the reason for removal as soon as possible after the removal.
- A due process hearing must be set up within 72 hours after pupil removal, which should include:
  - Written notice of hearing, reason for removal, and intended disciplinary action must be given to the pupil.
  - A pupil must have an opportunity to appear at an informal hearing before the superintendent or his designee and the person, who initiated the removal, to challenge the reason for the intended disciplinary action and explain his actions.

**Please note the following exceptions and unique circumstances for the student removal process:**

- If the superintendent or principal reinstates a pupil before the hearing for emergency removal, written reason for the action must be given to the teacher involved. The teacher must also reinstate the pupil in the curricular or co-curricular activity.
- If a student is removed from an activity for less than 24 hours, the due process requirements do not apply.
- In an emergency removal, the student can be denied access to the class or activity until the matter of his misconduct is settled by reinstatement, suspension or expulsion.
- A student may appeal the decision of the Board of Education to the Court of Common Pleas.
- Violation of the above rules of the school's discipline code while in the program may result in further disciplinary action, or additional days of suspension.

### **Search and Seizure**

A search of any student's locker and its contents may be conducted at any time provided that the school responsible for the search conspicuously posts notices that the lockers are property of the public school and the contents of all lockers are subject to random searches without regard to reasonable suspicion.

School officials, if reasonable grounds exist, will make personal searches. Any person suspected of having weapons or substances that present a danger to persons or property will be searched immediately and all such items seized and law enforcement officers will be notified.

### **Electronic Devices**

Electronic devices including but not limited to: iPads, iPods, radios, earphones, headsets, AirPods, walkie-talkies, musical devices/instruments, and other electronic devices are not permitted in classrooms, unless given permission by staff. These devices may be used during lunch or in hallways with teacher/staff permission, unless otherwise directed by administration or staff. Disruption of the educational environment and other students is prohibited. Any student who brings any such devices on school property does so at their own risk. Any electronic device that causes a disruption to the educational environment and/or process will be subject to confiscation and/or searched with reasonable suspicion. Students and parents should be aware that students have no expectation or right of privacy in the electronic devices named above or other electronic devices they possess at school, or own and end up at school whether or not they actually brought them to school or whether or not they possess them when/if the device(s) is confiscated. In accordance with board policy 5136.01, unauthorized video or audio recording of other students with any device, whether board-owned or otherwise, is strictly prohibited. **Please see Licking Valley School Board Policy 5136.01.** Any student in violation of this policy could be subject to consequences administered from school administration.

### **Fire and Tornado Drills**

Directions are posted in every classroom and study hall. Students are asked to be quiet during a drill. Each teacher will explain drill regulations on the first day of school.

### Licking Valley Meal Charging Policy

The Licking Valley School District Food Services Department has an established meal charge policy in place for all students. The purpose of having a meal charging policy enables our schools to establish consistent and clear food service account procedures throughout the district. It allows the district to maintain fiscal integrity and solvency of the food service department, while providing meal options that meet the nutritional needs of our students. We understand that although efforts to keep a child's food service account in a positive standing are present, there are times when parents may forget or other unforeseen circumstances can occur. Meal charging shall be used as a temporary solution only, and it will not replace the necessity to pay for the overdue charges. If a parent or guardian is unable to pay, an application for free or reduced meal benefits should be completed and turned in to the food service office. Students at all schools may charge three full lunches to their food service account. Once the student's account goes negative, a parent/guardian will receive notification of the account balance with the expectation that the outstanding balance be paid in full. If a student's balance becomes negative, the food services department reserves the right to restrict a la carte purchases.

**Note:** The Food Service Department has set the following goals to ensure the success of the program:

- To provide the opportunity for every student to have a healthy and flavorful meal.
- To treat all students with dignity and confidentiality in the serving line.
- To ensure that no child goes hungry.
- To foster open and clear communication with staff, students and parents/guardians.
- To maintain the charge policy consistently throughout the district regarding meal charges.

Licking Valley school district recognizes that special circumstances arise in every situation. If you experience a personal hardship or are struggling in any way, please do not hesitate to reach out to the Food Service Director, Michelle Aronowitz, at 740-763-2433 or your building Principal.