

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 and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. 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. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules for the 2024-2025 school year. If any of the policies or administrative guidelines referenced herein are revised after June 2024, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website.

Student Handbooks

1. Students will be issued a student handbook or agenda by the school. Lost books will be replaced at the cost of \$5 to be paid by the student.
2. Students are encouraged to use this book to keep track of school assignments and other events and responsibilities. Parents may wish to use the books as a means of monitoring students' school responsibilities.
3. The assignment book may serve as the hall pass for students requesting to leave a classroom. Students are excused from class by this means at teacher discretion. Students are limited to three (3) restroom passes per week using their books. This is monitored by teachers signing the day and time when a student leaves their room and checking to see that the student has not exceeded three (3) passes that week.
4. Students' names will be written in permanent ink on the planner. In order for a student to use their book as a hall pass; the book must be intact, with the name legible.

MISSION OF THE SCHOOL

The Lynchburg-Clay School District is committed to continuous improvement. Through the combined efforts of the entire school community, we will provide challenging standards-driven curriculum and research-based instructional practices so that all children within our charge shall achieve at the highest level of learning.

EQUAL EDUCATION OPPORTUNITY

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

High School Principal

Middle School Principal

937-364-2250

937-364-2811

6762 St Rt 134

8250 St Rt 134

Lynchburg, Ohio 45142

Lynchburg, Ohio 45142

Complaints will be investigated in accordance with the procedures described in District policy. Any student making a complaint or participating in a school investigation will be protected from retaliation.

STUDENTS WITH DISABILITIES

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

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

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

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the least restrictive environment. A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the district Special Education Director to inquire about evaluation procedures, programs, and services.

SAFETY AND SECURITY

1. All visitors must report to the office when they arrive at school.
2. All visitors are given and required to wear a building pass while they are in the building.
3. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
4. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
5. Outside doors are locked during the school day.

FIRE, TORNADO, AND SAFETY DRILLS

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

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

BELL SCHEDULES

HIGH SCHOOL SCHEDULES

Regular Bell Schedule (Mon,Wed,Fri)

7:32 Warning Bell

7:36 – 8:28 Period 1

8:32 – 9:22 Period 2

9:26 – 10:16 Period 3

10:20 – 11:10 Period 4

11:14 – 11:39 Period 5A

11:43 – 12:08 Period 5B

12:12 – 12:37 Period 5C

12:41 – 1:31 Period 6

1:35 – 2:25 ED Period 7

2:30 Dismissal

Activity Period Schedule (Tues,Thurs)

Warning Bell

7:36 – 8:22 Period 1

8:26 – 9:08 Period 2

9:12 – 9:54 Period 3

9:58 – 10:40 Period 4

10:44 – 11:09 Period 5A

11:13 – 11:38 Period 5B

11:42 – 12:07 Period 5C

12:11 – 12:53 Period 6

12:57 – 1:39 Activity Period

1:43 – 2:25 ED Period 7

2:30 Dismissal

Two Hour Delay Schedule

9:36 – 10:07 Period 1

10:11 – 10:42 Period 2

10:46 – 11:17 Period 3

11:21 – 11:52 Period 4

11:56 – 12:21 Period 5A

12:25 – 12:50 Period 5B

12:54 – 1:19 Period 5C

1:23 – 1:54 Period 6

1:58 – 2:30 Period 7

One Hour Early Dismissal Schedule 7:32

7:36 – 8:17 Period 1

8:21 – 9:02 Period 2

9:06 – 9:47 Period 3

9:51 – 10:32 Period 4

10:36 – 11:17 Period 6

11:21 – 11:46 Period 5A

11:50 – 12:15 Period 5B

12:19 – 12:44 Period 5C

12:48 – 1:30 Period 7

One Hour Delay Schedule

8:32 Warning Bell
8:36 – 9:16 Period 1
9:20 – 10:00 Period 2
10:04 – 10:44 Period 3
10:48 – 11:28 Period 4
11:32 – 11:57 Period 5A
12:01 – 12:26 Period 5B
12:30 – 12:55 Period 5C
12:59 – 1:39 Period 6
1:43 – 2:30 Period

Two Hour Early Dismissal Schedule

7:36 – 8:07 Period 1
8:11 – 8:42 Period 2
8:46 – 9:17 Period 3
9:21 – 9:52 Period 4
9:56 – 10:27 Period 6
10:31 – 10:56 Period 5A
11:00 – 11:25 Period 5B
11:29 – 11:54 Period 5C
11:58 – 12:30 Period 7

MIDDLE SCHOOL SCHEDULES

7TH AND 8TH GRADE BELL SCHEDULE

ENTRY BELL 7:15
WARNING BELL 7:27
1ST PERIOD 7:30 - 8:16
2ND PERIOD 8:20 - 9:05
3RD PERIOD 9:09 - 9:54
4TH PERIOD 9:58 - 10:43
5A 10:47 - 11:17
5B 11:21 - 11:53
5C 11:55 - 12:25
6TH PERIOD 12:29 - 1:21
7TH PERIOD 1:25 - 2:17

6TH GRADE BELL SCHEDULE

ENTRY BELL 7:15
WARNING BELL 7:27
1ST PERIOD 7:30 - 8:20
2ND PERIOD 8:24 - 9:09
3RD PERIOD 9:13 - 9:58
4TH PERIOD 10:02 - 10:47
5A 10:51 - 11:20
5B 11:23 - 11:53
5C 11:57 - 12:29
6TH PERIOD 12:33 - 1:25
7TH PERIOD 1:29 - 2:17

MIDDLE SCHOOL - 2 HOUR DELAY SCHEDULES

7TH AND 8TH GRADE TWO HOUR DELAY

ENTRY BELL	9:15
WARNING BELL	9:27
1ST PERIOD	9:30 - 9:59
2ND PERIOD	10:02 - 10:31
3RD PERIOD	10:34 - 11:03
5A	11:06 - 11:36
5B	11:39 - 12:09
5C	12:12 - 12:42
4TH PERIOD	12:45 - 1:14
6TH PERIOD	1:17 - 1:46
7TH PERIOD	1:50 - 2:17

6TH GRADE TWO HOUR DELAY ENTRY

ENTRY BELL	9:15
WARNING BELL	9:27
1ST PERIOD	9:30 - 10:02
2ND PERIOD	10:05 - 10:34
3RD PERIOD	10:37 - 11:06
4TH PERIOD	11:09 - 11:36
5B	11:39 - 12:09
5A	12:12 - 12:45
4TH PERIOD	12:48 - 1:17
6TH PERIOD	1:20 - 1:50
7TH PERIOD	1:53-2:17

MIDDLE SCHOOL - ACTIVITY PERIOD SCHEDULES

7TH AND 8TH GRADE ACTIVITY PERIOD SCHEDULE

ENTRY BELL	7:15
WARNING BELL	7:27
1ST PERIOD	7:30 - 8:16
2ND PERIOD	8:20 - 9:00
3RD PERIOD	9:04 - 9:44
4TH PERIOD	9:48 - 10:28
5A	10:30 - 11:00
5B	11:00 - 11:30
5C	11:30 - 12:00
6TH PERIOD	12:04 - 12:44
ACTIVITY PERIOD	12:48 - 1:28
7TH PERIOD	1:32 - 2:17

6TH GRADE ACTIVITY PERIOD SCHEDULE

ENTRY BELL	7:15
WARNING BELL	7:27
1ST PERIOD	7:30 - 8:20
2ND PERIOD	8:24 - 9:04
3RD PERIOD	9:08 - 9:48
4TH PERIOD	9:52 - 10:32
5A	10:36 - 11:00
5B	11:00 - 11:30
5C	11:30 - 12:04
6TH PERIOD	12:08 - 12:48
ACTIVITY PERIOD	12:48 - 1:28
7TH PERIOD	1:36 - 2:17

STUDENT RESPONSIBILITIES

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

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the appropriate staff member.

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

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

BASIC EXPECTATIONS FOR LC STUDENTS

The following behaviors are nothing more than common courtesy. *They are minimum standards of behavior in most of society.* People who practice these behaviors find that others treat them with respect, because, in so doing, they show respect for others.

- Allow people to complete a conversation before speaking.
- Address people by using their proper name.
- Use courteous speech; Please, Thank you, May I, etc.
- Be helpful without being asked: hold doors, assist with carrying etc.
- Respect others' personal space: don't cut in lines, push or crowd in front of others.
- Keep pathways open: step to the side for conversations.
- Admit your mistakes; don't make excuses.
- Put things back where you got them, in the condition you borrowed them.
- Always ask before using others' possessions.
- Pick up after yourself; pick up after those who don't.
- Practice personal cleanliness, hygiene and neatness.

- Refrain from disrespectful language; that which may be spoken on TV or in other circumstances is not necessarily appropriate in school.
- Do not gossip or spread rumors. Refuse to listen to gossip.
- Leave restroom facilities ready for the next user.
- Show respect to those in authority, especially when you disagree with them.
- Refrain from physical public displays of affection out of self-respect and respect for others.
- Knock before entering a classroom or office, if you have not already been invited to enter.
- Students should be respectful and clean up after themselves. This applies to the classroom and cafeteria.

Bus Transportation

1. Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.
2. The Principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.
3. Students who are riding to and from school are expected to follow the rules laid out by the school code of conduct.
4. The Board of Education has installed video cameras on school buses to monitor student behavior.
5. Students will not be permitted to ride home with other students without parent and administrative authorization to do so.
6. Students are required to ride their assigned bus to and from school on a daily basis. At the beginning of the school year, parents have the ability to choose two locations for a student's drop off point; a primary drop off and a secondary drop off. These will be the only two locations that your student will be permitted to be dropped off at in the afternoon. A note or phone call to the office is still needed to change your child's drop off location to the secondary address.
7. All elementary student bus changes must be called into the office by 2:00 PM each day.
8. All elementary student pickups must be called into the office by 3:00 PM each day.

Other rules include:

Prior to loading (on the road and at school) each student shall:

1. Be on time at the designated loading zone 10 minutes prior to scheduled stop.
2. Stay off the road at all times while walking to and waiting for school transportation.
3. Line up in a single file off the roadway to enter.
4. Wait until the school transportation is completely stopped before moving forward to enter.
5. Refrain from crossing the road until the driver signals it is safe to cross;
6. Properly board and depart the vehicle;
7. Go immediately to a seat and be seated.
8. It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip each student shall:

1. Remain seated while the school transportation is in motion.
2. Keep head, hands, arms, and legs inside the school transportation at all times.
3. Do not push, shove or engage in scuffling
4. Do not litter in the school vehicle or throw anything in, into, or from the vehicle.
5. Keep books, packages, coats, and all other objects out of the aisle.
6. Be courteous to the driver and to other riders.
7. Do not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees.
8. Do not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle each student shall:

1. Remain seated until the vehicle has stopped.
2. Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe.
3. Be alert to a possible danger signal from the driver. The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.
4. Parents are expected to be at home or at the bus stop to pick up their student(s).

General School Rules apply:

1. The use of alcohol, tobacco, and non-prescribed drugs is prohibited on the school bus.
2. Firearms, ammunition, weapons, explosives or other dangerous materials or objects are prohibited on school buses.
3. Equipment such as music instruments, athletic uniforms, etc., which cannot be held by passengers in their seats, shall be stored in the rear of the bus.
4. Equipment required in the assistance of the handicapped shall be used and stored as required by local policies. A clear aisle to the exit door must be maintained at all

Penalties for Infractions

1. All students are expected to follow the regulations that have been set forth in pupil transportation policies as adopted by the Board of Education.
2. When these regulations are not followed, drivers are to complete a referral and submit it to the transportation supervisor. Transportation supervisor will make a copy to give to the driver and send the report to the appropriate building principal.
3. When students do not adhere to the aforementioned regulations, the following steps should be followed:
 - a. Upon the 1st violation to these regulations, the driver shall remind the student of the proper behavior on a bus and what action will take place if there is a re-occurrence.
 - b. The 2nd violation is a written warning that is documented by submitting a bus referral to the transportation supervisor.
 - c. Repeated violations may result in bus suspension, loss of riding privileges for the remainder of the school year, or referral to Juvenile Court.
 - d. Severe infractions of these regulations may be grounds for suspension, expulsion or immediate removal from the bus regardless of the aforementioned steps as provided in 5610.04. An administrator can waive any of the transportation discipline steps.

Self-Transportation to School

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School. Students are not allowed to walk to and from school.

Driving Permits (HS)

All students wishing to drive a motor vehicle to school should complete this request in Final Forms. This permit must be completed or you will not be permitted to drive. The following rules apply to all students who drive to school:

- a. Cars are to be parked immediately upon entering grounds.
- b. All vehicles entering school property are subject to search and inspection.
- c. No sitting in parked cars or loitering in parking areas.
- d. Driving behind the school building is prohibited.
- e. The carrying of passengers must be noted in Final Forms for both the rider and driver.
- f. Excessive tardies to school may result in suspension of driving privileges or detention.
- g. Middle School students are not permitted to drive to school.

Leaving Grounds

During school hours, students are to remain within the building proper. No students are to leave the school grounds except in the case of an emergency and then only with the Principal's permission.

1. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.
2. An approved student driver may not transport other students to a school sponsored activity unless approved by parents and school officials.
3. Students attending a sponsored activity may be released into the parent's/guardian's custody once the activity is completed. They will not be required to ride the bus back to the school after the event provided that the parent/guardian signs the appropriate release form. This does permit students to ride with other students' parents with prior approval. Students are not permitted to ride home with other students, brothers, or sisters.

Lynchburg-Clay Student Guidelines

School Hours

No students are to be in the building before the designated times. Students are to report to 1st period class when the first bell rings. Students are expected to be in all classes on time; habitual tardiness may result in disciplinary action.

Schedule Changes (HS)

Homeroom teachers will distribute schedules during the first homeroom period. All schedule changes will be handled through the counselor's office via email. No schedule change will be made the first day of classes; therefore, you must attend all classes as given on your original schedules. Students have through Friday of the first week of school to make a change in their schedules..

Smoking

1. Any student guilty of smoking or using tobacco (dip, chewing, vaping etc.) in the building or on the grounds during school hours or during any school function is subject to immediate suspension. The possession of tobacco materials is strictly prohibited and may also result in suspension.

Book Bags, Gym Bags, and Coats

1. Book bags and gym bags may not be carried to class.
2. Large, bulky coats may not be worn to class without prior permission.
3. Elementary: Coats must be worn to recess when the outside temperature is less than 50 degrees.

Students Excused From Class

No student shall be excused from class or study hall without signed permission from the teacher or principal.

Lockers

Students are not to exchange lockers once they have been assigned. Do not give your combination to any other student. Lockers supplied by the school and used by the students are the property of the Board of Education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs. Students are responsible for textbooks, calculators, chromebooks etc.

Insurance

Students are given an opportunity to purchase an accident insurance policy at the beginning of each school year. The school does not receive any financial gain from this sale, but it does encourage students to obtain this insurance. All students participating in athletics must obtain this policy or present a signed statement from home. This statement is to relieve the school of responsibility.

Interviews

No person, other than an employee of the Board of Education, shall be allowed to interview a pupil in the school, except with the approval of the principal, and then only for urgent or necessary school business.

Visitors

Student visitors are not permitted during the school day.

Fundraising Projects by Classes

1. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
2. Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

Academic Policy Regarding Placement, Assignment and Grading

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

Secondary Level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the main office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

Grades 3-12 Honor Roll

In order to properly recognize superior scholastic achievement, an honor roll will be printed at the close of each grading period. A student must have no grade below an "85" to be eligible for the honor roll.

Graduation Requirements

Please see the Lynchburg-Clay High School website or the HS Guidance Counselor for more information.

Participation in Graduation Ceremony (HS)

In order to participate in the graduation ceremony, students must have fulfilled all graduation requirements, including credit requirements, competency scores, and graduation seals. Students must attend the graduation rehearsal to take part in the ceremony. All financial obligations must be paid to participate in graduation.

Class Valedictorian and Class Salutatorian (HS)

The valedictorian and salutatorian are the students earning the highest 4-year cumulative GPAs in their class who also meet the following eligibility requirements:

- a) The valedictorian or salutatorian must be receiving an honors diploma as adopted by the state department of education.
- b) The valedictorian and salutatorian must have completed at least 5 of the following courses:
 - Advanced English Course
 - Physics
 - Trigonometry/Pre-calculus Calculus
 - Advanced Biology or Advanced Life Science
 - Spanish III
 - Chemistry or Advance Physical Science
- Additional advanced courses as approved by the board of education. CCP courses that equal at least 1 credit and cover the equivalent material may replace the above courses.

Requirements for Honors Diplomas (HS)

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences. Ohio students have the opportunity to choose to pursue one of six honors diplomas:

1. **Academic Honors Diploma**
2. **International Baccalaureate Honors Diploma**
3. **Career Tech Honors Diploma**
4. **STEM Honors Diploma**
5. **Arts Honors Diploma** (includes dance, drama/theater, music and visual art.)
6. **Social Science and Civic Engagement Honors Diploma**

6. Method of Determining Grade Point Average (GPA) (HS)

Formula $(\text{Course Credit}) \times (\text{Grade Point Value})$

Numeric Grade	Letter Grade	Point Value
96-100	A	4.00
93-95	A-	3.67
90-92	B+	3.33
87-89	B	3.00
85-86	B-	2.67
82-84	C+	2.33
78-81	C	2.00
75-77	C-	1.67
72-74	D+	1.33
68-71	D	1.00
65-67	D-	0.67
0-64	F	0.00

Minimum Standard Rule (HS)

Students must meet prerequisites for intended courses. See course description guidelines.

Forgiveness Rule (HS)

1. Students who finish a course with a grade of 74% or below in a college preparatory course and who desire to continue in a course sequence, may repeat said course the following year. The new grade and credit will replace the previous grade and credit. If the needed grade is achieved the student may then move on to the next course in the sequence.
2. This rule gives students an additional opportunity and the incentive to strive to meet course progression standards.

Credit Flexibility (HS)

Students may earn credit through three non-traditional methods:

- A. Demonstrating Proficiency in an Existing Lynchburg-Clay High School Course
- B. Creating a Flex Plan for a New Course
- C. Completing a Pre-Approved Educational Option

Please see the school website or your counselor for details about pursuing any of these options.

Senior Early Release (HS)

Lynchburg-Clay Local School District recognizes the senior year of high school as a time at which many students reach a level of adult responsibility; therefore, it is appropriate that these students be afforded the opportunity to pursue mature responsibilities in addition to their senior year studies.

High school seniors may qualify for an early release school day according to the following provisions:

1. Students must be enrolled and passing courses needed to complete the requirements for high school graduation. If a student is failing any class at the end of a quarter the student will lose the privilege until the next quarter when they are back on track to pass the class.
2. Students must have a minimum of 15 credits at the conclusion of their junior year and have passed all state test requirements.
3. Parents/guardians must give written permission to participate in the program.
4. Students participating in “Early Dismissal” must leave campus immediately following dismissal from the assigned teacher and office personnel. Students will be required to report to the office to sign the early-dismissal sheet.
5. Students may return to school for extracurricular events as scheduled after school is dismissed for the day..
6. Students may lose this privilege for the following reasons listed below:
 - Attendance/tardiness
 - No more than 2 tardies per nine weeks.
 - No more than 8 unexcused absences for the entire school year.
 - Lack of parent support
 - Not leaving campus when participating in the program
 - Not following the Board Adopted Policies which are listed in the student handbook
 - Failure to meet minimum grade requirements
 - Disciplinary issues

All final decisions will rest with the high school principal.

College Credit Plus

Ohio's College Credit Plus can help students earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university College Credit Plus is free. That means no cost for tuition, books or fees.

Students are required to indicate to school officials their intent to participate by April 1 in order to be eligible to participate the following school year. Students in grades 6-12 can apply for College Credit Plus admission to any Ohio public or participating private college.

If you are interested in this program, check with the guidance counselor for eligibility and requirements.

Attendance at Extracurricular and Special Events

Students are expected to attend school the day of the event or the day prior to an event if the event is held on a weekend.. Students disobeying these rules may be forbidden to attend such events in the future. Students may be excused after attending for half a day with the permission of an administrator.

Search and Seizure

Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

Attendance Policy

A student's attendance in class is vital to the educational development, since the greatest proportion of education is obtained through class discussion, recitation, debate, and explanation that cannot be gained through make-up efforts. Regular attendance has a strong correlation to success in school. Regular attendance establishes a pattern that will enable young adults to obtain and keep steady employment. Therefore, the Lynchburg-Clay Board of Education establishes the following policies and procedures governing attendance:

All students are expected to attend school regularly. Attendance is the legal responsibility of the student and their parent/guardian, and the law requires that legal action be taken against parents/guardians who do not keep their children in school.

Attendance is defined as participation in all activities assigned to the student during the time school is open for instruction. An absence is defined as the failure of a student to report to school or a class when so assigned.

- *Chronic absenteeism, as defined by [Ohio's Every Student Succeeds Act Plan](#), is missing 10 percent or more of the school year for any reason. It includes excused and unexcused absences. Schools and districts are encouraged to provide support to the student and his or her family before the student has missed 10 percent of the school year.*
- *What is the definition of habitual truancy? In [ORC 2151.011\(B\)\(18\)](#), a habitually truant student is "any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year."*
- *Habitual truancy is different from chronic absenteeism. Habitual truancy only counts absences without a legitimate excuse. When a student meets the definition of habitually truant, the district is required to assign the student to an absence intervention team to develop a plan with the family. Only when those interventions are unsuccessful does the school or district file a truancy complaint.*

ABSENCE POLICY AND PROCEDURES

1. When it is necessary that a middle school or high school student be absent the parent should contact the school by 8:00 A.M. When it is necessary for an elementary student to be absent the parent should contact the school by 10:00 A.M.
2. If the parent/guardian does not contact the school, an attempt to contact the parent will be made.
3. A parent/guardian must provide a signed, dated note OR a phone call to the office for an absence to be excused. The note can be sent with the student when he/she returns to school. A note or phone call can only be used to excuse an absence until the student has accumulated 60 hours of absences.

4. If the student goes to a doctor, a physician's note documenting the visit must be sent to the school within three (3) days of the student's return to school.
5. Students who do not have administrative approval, a documented call from parent, an acceptable parent note, or doctor note will be charged with unexcused absences. Students may receive zeros for work missed during unexcused absences.
6. Students who are excused may make up missed work and tests. Work must be made up within a period of days following the student's return that is equal to the number of days absent. (e.g. If the student is absent one day, a missed test is made up on the day of return; homework assigned the day of absence is due the day following return.) It is the responsibility of the student to contact the teacher for the work. Work not made up will result in a grade of zero.
7. **Once a student has accumulated 60 hours of excused absences with a parent call or note, absences will only then be excused with a doctor's note.**

CATEGORIES OF ABSENCE

Excused Absences

1. Medically documented and other principal approved absences.
2. Excused absences shall be granted for personal illness, death of a member of the immediate family, death of a close relative, or observance of a religious holiday.
3. An emergency or other circumstances that may put the student under the direct supervision of the parent may be excused as well by the principal.

Unexcused Absences

1. Absences that are neither excused nor approved. Missed work may not be made up.

Tardiness

1. Students who arrive at school less than sixty minutes late will be counted tardy to school.

Vacation Days

1. Vacation days must be approved by the principal prior to the absence. Vacation days may or may not be excused and is at the principal's discretion.

ASSIGNMENTS FOR ABSENT STUDENTS

Students are expected to be present for school. Parents should contact their student's school office who will in turn notify teachers and collect assignments. Twenty-four hours is required to collect and send assignments to students. **Skipping or truancy is considered unexcused absence; it is the teacher's discretion to grant make-up privileges for unexcused absences.**

- Students are required to make up work when absent from school unless excused by the assigning teacher(s) due to lab work or other assignments that cannot be completed outside of the school environment. Teachers shall encourage and assist students in making up work

missed during absences, however it is the student's responsibility to arrange with the teacher for make-up work.

- Make-up tests will be scheduled by teachers according to the time they have available to supervise them. They are then able to effectively supervise students, help them with questions if necessary, and protect the security of the assessment.

- Students who are absent only the day before a previously announced test will generally be expected to take the test upon their return (the day for which it was scheduled).
- Students who are absent only on a test day will generally be expected to take the test or an alternate test on the day they return.
- Students who are absent for a consecutive number of days, including a test day, will generally be expected to make up tests within the number of school days equal to their absence.
- Every effort will be made to ensure a student is caught up on missing work due to absences. However, at times, it may be necessary for a student to work with a teacher during recess or specials.

Health Services and the Administration of Medications

Any student who becomes ill or is injured during school hours must report to the office. If it is necessary for the student to leave school for any reason, he/she must report to the office before leaving. Permission from parents or other adults designated by the parents is necessary before a student may leave school during school hours.

1. The school nurse or an appropriate person designated by the building principal will supervise the secure and proper storage and dispensation of medication. The drug must be received in the container in which it was dispensed.
2. A physician's request for the administration of the medication, specific instructions for dispensation, and written permission from the parent or guardian must accompany any prescription medication. Written permission from the parent or guardian and specific instructions for dispensation must accompany any over-the-counter medication including cough drops. An updated request must be provided when the original order has been changed. The first dose of any new medication will not be given at school. If the school nurse or health aide determines that it is not appropriate to administer a specific medication in the school setting, the child's parent or guardian will be notified of this decision with rationale.
3. Any unlicensed employee designated by the building principal to administer medications in the absence of the school nurse will complete an annual training program and follow recommended guide- lines, including but not limited to the reporting of any medication error.
4. No employee who is authorized by the board of education to administer a medication would be liable in civil damages for administering or failing to administer the drug, unless he/she acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."

5. All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health, are exempt from all requirements of this policy. This policy adopted by the Lynchburg- Clay Board of Education does not apply to or otherwise regulate conduction of such dental disease prevention programs sponsored by the Ohio Department of Health.

Administration of Medication: Rescue Inhalers for Asthma

1. Students are permitted to possess and self-administer a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies to school or any activity, event, or program sponsored by or in which the student's school is a participant.
2. In order for a student to possess and self-administer the inhaler, he/she must have a written authorization form from the prescribing physician and, if the student is a minor, from the parent or guardian on file with the principal and/or school nurse.

USE OF MEDICATIONS

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

1. Parents should, with the counsel of their child's prescriber, decide whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
3. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
4. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse.

Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

5. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

Non Prescribed (Over-the-Counter) Medications

No staff member will dispense non prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non prescribed medication by notifying the Principal's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received. The student may face disciplinary action for being in violation of the policy.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Head Lice

1. If a student is identified as having lice or nits, a parent/guardian will be called to pick up the child at the school office. If the parent/guardian is unable to be reached for pickup, the student will be returned to his/her classroom for the remainder of the school day. The Principal or designee will determine the type of activities the child will be engaged in for the rest of the day to minimize physical contact with other children. If head-to-head contact is possible, the child will be excused from those activities. Further, if appropriate, the child's desk will be positioned such that the infested child and his/her hair cannot come into contact with other children or their desks.
2. Students should be treated for lice with the proper solution and have all lice and nits removed from hair.
3. Students will not be readmitted to school until free from lice and nits.
4. After lice/nit removal, students must be returned to the school office by parent or guardian in order to be readmitted to school. Students who have been sent home with lice/nits will not ride the school bus until they are checked by a designated person at the school.

Cafeteria

All students are expected to eat lunch in the cafeteria. No one is allowed to leave the school grounds at lunch without permission from the office. All students shall act as ladies and gentlemen in the cafeteria at all times. No opened drink containers may be brought into the building. No opened drink containers may be taken out of the cafeteria. Students are expected to use proper dining etiquette such as good table manners, as well as, cleaning up after themselves.

Assembly Seating and Conduct

When programs are presented in assembly, you are expected to be on your best behavior. Guests and visitors are to be treated courteously. Each student is personally responsible for the impression made by the school as a whole.

Telephone

The office phone is for school business and may be used by students only in case of an emergency or with the principal's approval.

Pupil Injury

Within Final Forms is a special form that grants school authorities permission to take an injured pupil to his family physician or to another physician if the one so designated is not available. Depending upon the conditions, parents may be notified if at all possible, before taking the pupil to a physician. Expenses for the office call and transportation to the physician are the responsibility of the student's guardian.

Sports

The Lynchburg-Clay Local School District Policy requires students to be passing 5.0 credits toward graduation and have a 1.75 grade point average with no F's in the immediately preceding grading period to be eligible for a sport the following grading period. All athletes must abide by the Athletic Handbook. Athletes plus at least one parent will be required to attend a scheduled parent meeting.

Participation When Absent

To be eligible to participate in any school event, the student must be present at school the day of the event or the day prior to the event unless prior arrangements have been made with the principal. This includes attending half a day.

Parent-Teacher Conferences

Parents are encouraged to confer with teachers when academic and/or behavior problems are persistent. To obtain a conference, the parent should call the school and find out the teacher's planning time. The parent may then call the teacher during his/her planning time. If a personal conference is needed, it should be scheduled jointly by the teacher and the parent.

Testing

A broad range of required standardized tests are given in the course of each year. Ample notification of dates, times, purposes and fees (when applicable) is given. Students and parents are encouraged to pay careful attention to these announcements.

Academic Honesty Policy

Students should be aware of their responsibilities in the writing and research process. Simply put, your main responsibility is this: If you have any concerns or questions about how to cite materials for a particular assignment, you have the responsibility to consult your teacher. Opportunities for drafting and revising, questioning and inquiring will be given. Plagiarism is a serious matter; therefore, we feel that it is important to explain what plagiarism is and define a range of consequences that apply to any student who plagiarizes an assignment.

Plagiarism

Plagiarism is the act of passing off another's idea, words, or thoughts as your own. Plagiarism includes: purchasing papers through online paper mills, copying another student's work, and/or full or partial copying from an internet or print resource without correct credit given to the author. If caught plagiarizing the student will: receive a zero on the project, be referred to their administrator for possible further disciplinary action, and/or not be given the opportunity to make up the work.

Avoiding Plagiarism – In addition to asking the classroom teacher for help, there are several steps a student may take to avoid plagiarizing and dozens of websites and texts that offer help in avoiding plagiarizing as well.

Dishonesty: Dishonesty is a word which, in common usage, may be defined as the act or to act without honesty. It is used to describe a lack of probity, cheating, lying, or being deliberately deceptive or a lack of integrity. It is our hope here at Lynchburg-Clay that dishonesty/ cheating/ plagiarism will never have to be addressed. The following disciplinary actions for cheating/plagiarism will be as followed:

Disciplinary Actions for Cheating/Plagiarism

The offenses are cumulative from the first day enrolled in Lynchburg- Clay High School and Middle School through the date of graduation or final withdrawal. Discipline for academic dishonesty ranges from loss of credit for assignments to suspension from school based on the severity and occurrences of the infraction(s). The range of consequences are determined by the building principal and may include parent contact, a zero on the assignment, Saturday school or suspension, and removal from elected or appointed position within school organizations.

LCCHS Exam Policy

1. Missed exams may be excused only with a doctor's note or at principal's discretion.
2. If school is canceled for any reason, exams will be given on the next day school is in session. If threatening weather is imminent, students are encouraged to take needed study material home.
3. Exams will count double the value of a regular classroom test.

Elementary School Parties

Elementary students have two major classroom parties a year, Christmas and Valentine's Day. Teachers send information home during that time of the year. *Student birthdays are not celebrated during the school day.*

Unlawful Harassment and Sexual Harassment

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

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

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

or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender. Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

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

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Student Dress Code

Although the primary responsibility for dress and appearance rests with the individual student and his/her parents, the privilege of public education carries with it a reasonable degree of conformity to community standards. Any dress or appearance that disrupts the educational process or poses a threat to the health, welfare or safety of the individual or other students is prohibited. The objective of publishing dress standards is to ensure that students are clean, neat, and well-groomed and dressed with a sense of propriety. Any extremes in dress or appearance are not acceptable.

All students are expected to abide by the following standards:

Student dress and grooming should be such that it does not distract from the educational process or have a detrimental effect on the governance and discipline of the school; therefore, students are expected to meet reasonable standards in their dress and grooming.

Skirts, shorts, culottes and dresses shall be no shorter than mid-thigh (fingertip length when hands are placed on front of legs). Pants or shorts with holes above mid-thigh are permitted, as long as skin is not visible. All outerwear must cover underwear. Shoes or appropriate footwear must be worn by all students. Students are not permitted to write on skin with pencils, pens or markers.

The following items are considered inappropriate:

- hats, face and other head coverings
- sunglasses
- tank tops or bare midriff clothing
- transparent clothing
- sagging pants below the hip bone
- clothing displaying references to tobacco products, alcoholic beverages, drugs or other illegal items
- clothing that depicts violence or is associated with gang activity
- clothing that contains sexual innuendo
- wallet chains, heavy or oversized jewelry worn around the neck, wrist, or waist, and chains attached to clothing.
- clothing and accessories that could be interpreted as promoting hate or communicating a negative, profane, or vulgar message are not permitted. Additionally, jewelry and accessories that pose a safety concern for the student or others are not acceptable.
- exceptions to these dress code items for religious reasons should be brought to administration at the beginning of the school year by parents and will require written documentation.

District Acceptable Use Policy for Electronic Devices

Lynchburg-Clay Schools are dedicated to providing 21st Century instruction to all its students. In a 21st Century learning environment, students actively engage in the integrated curriculum and have access to information and apply it to solve problems. Our students live in a world where they have immediate access to information anytime and anywhere. The following information provides guidelines for the use of district technology and personal devices.

EXPECTATIONS: Lynchburg-Clay has the following expectations of students using their personally owned devices and district issued devices. Each of these expectations shall apply to students when they are on district-owned property or at any Lynchburg- Clay Local sponsored event.

Note: Middle School students are not permitted to carry their cell phones with them during the school day.

Note: High School students are permitted to carry their cell phones with them during the school day. Students can only use their devices at designated times in authorized areas.

1. Students will use their device for educational purposes only.
2. Students will only use appropriate educational applications and/or programs on their device.
3. Students will only access appropriate educational files on their device.
4. Students are not permitted to call, text message, email, or electronically communicate with others from their device, including other students, parents, guardians, friends and family during the school day without prior permission from the teacher or administration..
5. Students are not allowed to use their own 4G or 5G service while at school.
6. Similar to other personally owned items, the district is not liable for loss, damage, misuse, or theft of personally owned devices brought to school.
7. Students will observe all district internet filters.
8. Students will not bring desktops or towers to school.
9. Students can only access the network using the provided wireless network.
10. Students will not use any device as a cyber-bullying tool.
11. Students should use headphones when listening to audio files such as music on their device. The volume should be kept at a level that doesn't disrupt others. If in the classroom, students may only listen to audio files when given express permission by their teachers.
12. Students must follow copyright laws concerning illegal copying of music, games, movies and other protected works.
13. Students are not allowed to use gaming consoles or gaming devices to connect to the network.
14. Students are prohibited from using their personally owned device in locker rooms, restrooms and office areas.

15. Students are prohibited from taking pictures or digital and audio recordings of staff or students without their prior written permission. This distribution of such media may result in suspension, criminal charges and expulsion.
16. Students should never share username and passwords with other students or staff.

EDUCATIONAL PURPOSES:

1. Students will use their electronic device for educational purposes only. This may be in a classroom activity, such as researching a topic, using a calculator for math problems, creating maps, note taking, planner/calendar, document creation or connecting to electronic resources provided by the school district.
2. Students are responsible for their personal device and bear the burden to check with administration or staff before engaging in particular uses of technology.

INAPPROPRIATE COMMUNICATIONS:

1. Students shall refrain from using their device for inappropriate communications. These include but are not limited to the following: bullying, threatening, obscene, profane, vulgar language and/or images that may cause damage to an individual or school. Students can not use devices for personal attacks on other students or staff. Students are not allowed to harass or stalk other students or staff.

SECURITY:

1. The district provides content filtering for student access to the Internet. However, at times inappropriate material may get past the filters and be viewed by the student. Students are to report the occurrence to their teacher or administration. Students will be held accountable for any deliberate attempt to bypass the district filters and security.

CHARGING:

1. It is the student's responsibility to bring their device to school fully charged. Some teachers may be willing to allow students to charge their devices in their classroom when they are not being used, however, this will be at the teachers' discretion.

PRINTING:

1. Currently there is no printing option from a personally owned device. With teacher permission, students may print from a school owned device.

Cell Phone expectations and Policy

Cell Phones Elementary - Cell phones distract from the learning process. Students are not permitted to have cellphones in elementary school.

Cell Phone Disciplinary Steps Middle School Grades 6-8

Cell phones distract from the learning process. Students are not permitted to have cell phones out during the school day. The following are disciplinary steps for improper usage of cell phones and connected devices during school hours and activities.

Step 1: First offense will initiate confiscation of the device. The device will be returned to the student at the end of the day.

Step 2: Second offense will initiate confiscation of the device. Parents will be notified and must pick up the cell phone from the office.

Step 3: Third offense will initiate confiscation of the device, parent notification and pick up of the device and a Level 2 Saturday School.

Further violations may result in additional Saturday Schools or other disciplinary action at the discretion of administration.

Note: an administrator can waive any step.

Note: Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Student Code of Conduct.

Cell Phone Disciplinary Steps High School Grades 9-12

Cell phones distract from the learning process. Students are not permitted to have cell phones out during the school day. The following are disciplinary steps for improper usage of cell phones and all electronic devices during school hours and activities.

Step 1: First offense will initiate confiscation of the device. The device will be with parent notification.

Step 2: Second offense will initiate confiscation of the device and a Level 2 Saturday School.

Step 3: Third offense will result in confiscation of the device and loss of privilege to bring the phone to school for 2 weeks.

Step 4: 4th offense will result in any student losing their privilege to bring a cell phone to school for the remainder of the school year.

Failure to abide by any of these steps could result in disciplinary actions.

Inappropriate use of electronic devices during school hours and activities may result in disciplinary action at the discretion of administration.

Note: an administrator can waive any step depending on the severity of the infraction.

Note: Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Student Code of Conduct.

Cyberbullying

Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal sites or accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. Cyberbullying includes, but is not limited to the following:

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

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

Student Code of Conduct Guidelines

The Lynchburg-Clay Local School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The Code of Conduct supports this endeavor for both in-person or remote environments. The Code of Conduct is adopted by the Board pursuant to state law.

Expectation: Students are expected to be an active part of a safe and respectful environment at all times and to not interfere with the learning of others or the orderly process of the school building.

Any student engaging in the following types of conduct either specifically or generally, in-person or through a remote environment (virtually) like the type of conduct listed below is subject to suspension, expulsion, emergency removal or permanent exclusion from curricular or extracurricular activities pursuant to State law. This Student Code of Conduct applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property and in the virtual environment, unless specifically limited to school property as stated in a regulation, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the District.

The Great Oaks Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the student code of conduct at Lynchburg- Clay Local Schools and/or Great Oaks Career Center. Consequently, conduct and/or involvement in any activity may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

Violations of the Student Code of Conduct are divided into levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline shall be based on the severity of the misbehavior and the number of infractions involved with each referral. **The Administration reserves the right to skip levels of discipline depending upon the violation.** Although it may be necessary, school removal is used as a last resort.

The law requires that students are provided with a written notice of intent to suspend prior to being suspended. State law also requires that students and parents are provided with a written notice of intent to expel. The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and the parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

A student or the parents may appeal any decision of the District administration to suspend a student from school to the Superintendent/designee. A student or parent must request a **suspension appeal** in writing within **10 days** after the discipline measure takes effect. A student or the parents may appeal an expulsion from school to the Board/designee. A student or parent must request an **expulsion appeal** in writing within 14 days after the discipline measure takes effect. Appeal paperwork can be requested from the BOE office. The appeal process includes an additional informal meeting with a hearing officer. The student and parents may be represented in all appeal hearings but notice to the principal or superintendents is requested if bringing legal representation to reduce the chances of a possible rescheduling of the hearing. Pursuant to State law, a student or parents may further appeal an expulsion or suspension to the Highland County Court of Common Pleas.

It is the policy of the Board that students shall not be permitted to return to school pending any appeal process with the administration or the court. The District will make every effort to promptly hear all appeals to minimize a

student's absence from school. Should the Board, the Superintendent, or their designees reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence.

Note: School uses various means of discipline which can include but is not limited to: "card flips", "tokens", "checkmarks", lunch detention, recess detention, when implementing rules and consequences based upon behavior. Information about the PBIS program can be found on the building's website.

Discipline Levels:

Level I Discipline:

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Most Level I infractions are expected to be taken care of through student compliance with staff responses. If a student fails to follow basic staff directives in the classroom, they will be referred to the office for further intervention.

Staff Interventions:

- Verbal Warning
- Parent/Guardian Contact
- PBIS Classroom Consequence
- Lunch and/or recess Detention
- Use of Temporary Alternative Setting
- Office/Bus Referral for Repeated Violations

Administrative Interventions:

- Conference With Student
- Administrative Warning
- Parent/Guardian Contact
- Lunch and/or Recess Detention
- After School Detention
- Saturday School
- Use of Temporary Alternative Setting

Level I Infractions include but are not limited to:

- Failure to maintain bus ride safety procedures as established by district guidelines.
- Behavior that disrupts or interferes with school activity.
- Disrespect to students or staff
- Disregard for directions from school staff
- Tardy to school or class
- Dress code violations
- Cell phone or technology violations
- First occurrence of minor infractions

Level II Discipline:

Level II discipline offenses are intermediate acts of misconduct that typically require administrative intervention. These acts include, but are not limited to, repeated acts of minor misconduct or misbehavior directed against persons or property but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given, if not already provided, as school removal is used as a last resort. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Staff Interventions:

- Verbal Warning
- Parent/Guardian Contact
- PBIS Classroom Consequence
- Lunch and/or recess Detention
- Use of Temporary Alternative Setting

Administrative Interventions:

- Conference With Student
- Administrative Warning
- Parent/Guardian Contact
- After School Detention or Saturday School
- In-School Suspension
- Use of Temporary Alternative Setting
- Emergency Removal
- Out-of-School Suspension (OSS)
- Bus Suspension
- Removal of privilege to attend or participate in extracurricular activities and events
- Office Time-Out

Level II Infractions include but are not limited to:

- Repeated or escalated misbehavior which disrupts or interferes with any school activity
- Repeated or escalated disrespect to a student
- Repeated or escalated disregard of reasonable directions or commands by school authorities
- Repeated or blatant disrespect to school staff
- Use of cursing (verbal or written) language or use of obscene gestures
- Repeated non-approved use of personal communication devices or disruption of the educational process.
- Repeated non-approved use of technology or disruption of the educational process through the non-approved use of technology
- Repeated or escalated failure to maintain bus stop safety procedure as established by the Ohio Administrative Code
- Repeated or escalated failure to maintain bus ride safety procedures as established by the district.
- Minor theft or possession of lower valued stolen property
- Truancy; to school or class
- Disobedience of driving regulations

- Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of school staff
- Leaving the classroom without permission
- Engaging in activities that may cause fear or panic in an individual or group
- Refusing to receive or serve properly administered discipline
- Forgery of school related documents
- Cheating or plagiarizing
- Non-confrontational physical contact with student that leads to a disruption of the school environment (horseplay)
- Repeated violations of LC Student Code of Conduct.

Level III Discipline:

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. **These offenses must be reported to the principal.** Such acts may also result in criminal penalties being imposed. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Staff Interventions:

- Office Referral
- Notify Administration Immediately

Administrative Interventions:

- Long-Term Loss of Technology Privileges
- Alternative Learning Placement
- Emergency Removal
- Removal of privilege to attend or participate in extracurricular activities and events
- Out-of-School Suspension (OSS)
- Expulsion

Level III Infractions include but are not limited to:

- Threats to other staff or students (written or verbal).
- Failure to report the actions or plans of another person to staff where these actions or plans of another person, if carried out, could or did result in harm to another person or persons or damage property, when the student has information about such actions or plans.
- Disrespect to student by using language that is purposely offensive to a student's or staff's race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (Policy 3362 & 5517)

- Repeated or highly escalated disregard of reasonable directions or commands by school authorities resulting in disruption of the learning environment
- Engaging in repeated or escalated activities that may cause fear or panic in an individual or group.
- Disrespect to student or inappropriate behavior that involves physical contact with another student aggressive physical contact such as pushing or shoving
- Fighting (mutual participation)
- Engaging in activities to promote conflict between students
- Falsifying of information given to school authorities or interfering with the administrative investigation
- Willfully aiding another person to violate school regulations and/or interfering with school investigation.
- Theft or possession of stolen property
- Leaving school property without permission of proper school authority.
- Damage or destruction of school property on or off of school premises.
- Damage or destruction of private property.
- On school property or participation in school activities (on campus or off campus) while on emergency removal, suspension or expulsion without permission.
- Displaying excessive affection, inappropriate touching, holding hands, or other inappropriate behavior.
- Possession of obscene, pornographic or libelous material.
- Removal from assigned alternative learning placement
- Misuse of chemical substances such as those used in science labs.
- Using or possessing any substance containing nicotine or tobacco, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, e-cigarettes, vapes, and chewing tobacco, or paraphernalia such as matches or lighters.
- Distributing any substance containing nicotine or tobacco, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, e-cigarettes, vapes, and chewing tobacco, or paraphernalia such as matches or lighters.
- Inappropriate use of computers and other technologies. Inappropriate use includes: vandalism, theft, or misuse of the hardware, unauthorized access to files not belonging to the student, tampering with security software or network privileges; logging onto the network with a fraudulent ID or password; using the facilities without proper supervision, installation of software on a computer or network, or unauthorized use, copying, or downloading of programs, files and/or pictures.
- Audio recording, video recording, or photographing of any student or staff member without the explicit knowledge and permission of the student, staff member, and the school administration.
- Demonstrations by individuals or groups causing disruption to the school environment
- Gambling.

- Any other activity by a student which the student knows or should know will disrupt the academic process or a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school-related activity regardless of location.
- Repeated violations of other levels of infractions.

Level IV Discipline:

Level IV discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the administration. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Staff Interventions:

- Office Referral
- Notify Administration Immediately

Administrative Interventions:

- Multiple Day Out-of-School Suspension (OSS)
- Recommendation for Expulsion
- Removal of privilege to attend or participate in extracurricular activities and events
- First Time Drug Offense Intervention Procedures (If appropriate)

Principals may suspend a student for up to ten days. If a student is recommended for expulsion, the BOE Office will arrange for a hearing with the Superintendent or an established designee to determine if the situation requires further discipline beyond the ten days of suspension.

Level IV Infractions include but are not limited to:

- Extreme threats to other staff or students (written or verbal).
- Hazing, threatening, harassment, intimidation or bullying of students based upon personal attributes or beliefs on/off school grounds.
- For purposes of this policy, the term “harassment, intimidation or bullying” means any intentional written, verbal, electronic or physical act towards a student that has occurred more than once and the behavior: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
- Hazing, threatening or harassment of school personnel. Threats may be based upon personal attributes or beliefs, on or off school grounds, or the engaging in activities that may cause fear or panic in an individual or group.
- Engaging in escalated activities that may cause fear or panic in an individual or group. Oral, written or social media threats to harm individuals, groups, or the school community.

- Disrespect to staff or an inappropriate behavior that involves physical contact with staff on the part of the student.
- Disregard staff direction attempting to de-escalate confrontation or attempting to continue conflict despite staff intervention.
- Assault on a school employee or other person.
- Assault on a student.
- Extortion of a student or school personnel.
- Theft or unauthorized possession of school property or school employee property.
- Engaging in any sexual acts.
- Indecent exposure.
- Using, buying, possessing, or being under the influence of any controlled substance (drugs, narcotics, intoxicant, THC, marijuana, prescription drugs, etc.) or inhalant or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance).
- Sale or distribution of any controlled substance or paraphernalia (drugs, narcotics, intoxicant, THC, marijuana, prescription drugs, etc.) or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance).
- Using, buying, possessing, selling, distribution of any substance prohibited by school administration including but not limited over the counter medications.
- Using, buying, possessing, or being under the influence of an intoxicant of any kind including but not limited to alcohol or alcohol paraphernalia
- Sale or distribution of an intoxicant of any kind including but not limited to alcohol or alcohol paraphernalia.
- The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise. The activity may also constitute a crime under state and/or federal law which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.
- Violation of the district's sexual harassment policy
- Turning in false fire, tornado, bomb, or disaster alarms. (As provided in Ohio Revised Code 3313.66 (A) (5), a student may be expelled for a period of up to one year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the same time of the threat. The period of expulsion shall extend as necessary into the next school year.)
- Arson or any other improper use of fire.
- Possession and/or discharge, sale or distribution of any explosive substance or incendiary device.

- Possession, conveyance or use of a firearm. Firearms are identified in Section 921 of Title 18, United States Code. (As provided in Ohio Revised Code 3313.66 and 3313.661 violations of the Code of Conduct involving firearms are subject to expulsion from school for one year).
- Sale or distribution of a firearm. Firearms are identified in Section 921 of Title 18, United States Code. (As provided in Ohio Revised Code 3313.66 and 3313.661 violations of the Code of Conduct involving firearms are subject to expulsion from school for one year).
- Possession, conveyance or use of any instrument, device or object which is designed to look like a firearm including but not limited to a toy gun.
- Sale or distribution of any instrument, device or object which is designed to look like a firearm including but not limited to a toy gun.
- Possession, conveyance or use of any instrument, device or object which is designed to look like any other type of weapon including but not limited to a knife.
- Sale or distribution of any instrument, device or object which is designed to look like any other type of weapon including but not limited to a knife.
- Commission by a student of any crime or infraction in violation of the Criminal Code, Traffic Code or Juvenile Code of the State of Ohio or, when applicable, of the State in which the crime or infraction was committed. This provision shall apply to any student while in the control or custody of the school district regardless of whether the act occurred on or off of school premises, or at a school-related activity regardless of location.
- Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school-related activity regardless of location, shall be reason for expulsion, suspension or removal from school
- Violation of the LC Student Code of Conduct while amidst probationary period known as days held in abeyance

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

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

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

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

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

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

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

- A. political affiliations or beliefs of the student or the student’s parents;
- B. mental or psychological problems of the student or the student’s family;

C. sex behavior or attitudes;

D. illegal, anti-social, self-incriminating or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or his/her parents; or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the board office to inspect such materials.

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

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

Family Policy Compliance Office U.S. Department of Education

400 Maryland Avenue, SW Washington, D.C. 20202-4605

www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington