

## **STUDENT ASSIGNMENT BOOKS**

1. Students will be issued an assignment book 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 initialing 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.

## **LYNCHBURG-CLAY SCHOOLS 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

#### 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

**Activity Period Schedule (Tues.Thurs)**

7:32	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

**One Hour Early Dismissal Schedule**

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 7

**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	7:15
WARNING	7:33
1ST PERIOD	7:35 - 8:17
2ND PERIOD	8:21 - 9:03
3RD PERIOD	9:07 - 9:49
4TH PERIOD	9:53 - 10:35
5A	10:39 - 11:09
5B	11:13 - 11:43
5C	11:47 - 12:17
6TH PERIOD	12:21 - 1:03
7TH PERIOD	1:07 - 1:49
8TH PERIOD	1:53 - 2:17

### 6TH GRADE BELL SCHEDULE

ENTRY	7:15
WARNING	7:33
1ST PERIOD	7:35 - 8:21
2ND PERIOD	8:25 - 9:07
3RD PERIOD	9:11 - 9:53
4TH PERIOD	9:57 - 10:39
5A	10:43 - 11:13
5B	11:17 - 11:47
5C	11:51 - 12:13
6TH PERIOD	12:17 - 12:59
7TH PERIOD	1:03 - 1:49
8TH PERIOD	1:53 - 2:17

### MIDDLE SCHOOL - 2 HOUR DELAY SCHEDULES

#### 7TH AND 8TH GRADE TWO HOUR DELAY

ENTRY	9:15
WARNING	9:32
1ST PERIOD	9:35 - 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 - 1:47
7TH PERIOD	1:50 - 2:17

#### 6TH GRADE TWO HOUR DELAY

ENTRY	9:15
WARNING	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
5C	12:48 - 1:17
6TH PERIOD	1:20 - 1:50
7TH PERIOD	1:53 - 2:17

# COMMON COURTESIES

## BASIC EXPECTATIONS FOR L-C 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.
- Wipe your feet before entering the building
- Practice personal cleanliness, hygiene and neatness.
- Excuse yourself when experiencing a digestive disorder.
- 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.
- Bells announce the end of a time period; teachers dismiss classes.
- When conducting business, state the reason you are handing a paper to a staff member. ("Mr. Jones, would you please sign my petition." Then present the paper. Not, "Here sign this.")
- Knock before entering a classroom or office, if you have not already been invited to enter.
- Greet those you pass in the halls with a smile. Being pleasant is contagious.
- Sit on chairs, work at desks and tables, and keep your feet on the floor.

# **LYNCHBURG- CLAY LOCAL SCHOOL DISTRICT**

## **STUDENT TRANSPORTATION**

### **REGULATIONS AND POLICIES**

The Board of Education will provide transportation to all students as a free service and shall be regarded as a privilege by the student. Discipline on the school buses shall be the direct responsibility of the driver. Infractions of discipline will be reported to the building principal for further action under the "Bus Discipline Policy". Those who become behavior problems will be denied the privilege of riding.

#### **Student and Parent Responsibilities:**

1. Parents and students must understand that school bus transportation is a privilege to the student, not a right.
2. Parents will be responsible for any damages to the bus caused by their child(ren).
3. Students shall arrive and wait at their bus stop (designated place of safety) before the bus is scheduled to arrive. The designated place of safety is a location as assigned by the driver that is clear of traffic and several feet away from where the bus stops.
4. Behavior at the school bus stop must not threaten life, limb or property of any individual.
5. Students must go directly to an available or assigned seat so the bus can safely resume motion.
6. Students must remain seated keeping aisles and exits clear.
7. Students shall obey the driver promptly and respectfully.
8. Students must observe classroom conduct.
9. Students must not use profane, offensive or inappropriate language.
10. Students must refrain from eating and drinking on the bus except as required for medical reasons.
11. Students must not use, or have in their possession, any tobacco, alcohol or drugs on the bus. Prescription medication required for a student may be transported on the bus.
12. Students must not throw or pass objects on, from or into the bus.
13. Students may carry on the bus only objects that can be held in their laps. Necessary equipment such as music instruments, athletic uniforms, etc., which cannot be held in their laps, shall be stored in the rear of the bus.
14. Firearms, ammunition, weapons, explosives or other dangerous materials or objects are prohibited on the bus. Animals are also prohibited.
15. Students must leave or board the bus only at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
16. Parents are responsible to be at home or at the bus stop when their child(ren) is scheduled to be dropped off. It is not the responsibility of the driver to make sure someone is home for the student.

17. Students must not put any body parts out of the bus window.
18. Students must dress according to the school dress code while on the bus.
19. Parents shall provide any known medical information related to the student which may require driver attention.
20. **Transportation to and from events**

Students attending a school 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.
21. **School Policy Concerning Change in Destination**
  - a. Students will not be permitted to ride home with other students without parent and administrative authorization to do so.
  - b. 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 2 locations for a student's drop off point; a primary drop off and 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.
22. All elementary student bus changes must be called into the office by 2:00 P.M. each day.
23. All elementary student pick-ups must be called into the office by 3:00 P.M. each day.

## **LYNCHBURG- CLAY LOCAL SCHOOL DISTRICT BUS DISCIPLINE POLICY**

All students are expected to follow the regulations that have been set forth in pupil transportation policies under 5610.04, and all other policies as adopted by the Board of Education.

When these regulations are not followed, drivers are to complete a Bus Conduct Report 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. The building principal shall have a conference with the student and complete his/her sections of the report. The principal will keep a copy for their records and may send a copy to the parents and a copy to the transportation department.

When students do not adhere to the aforementioned regulations, the following steps should be followed:

1. Upon the first 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.
2. The 2nd violation is a "verbal warning" that is documented by submitting a Bus Conduct Report to the transportation supervisor. At this step the student may be placed on probation which shall be explained to the student by the driver.
3. Repeated violations may result in bus suspension, loss of riding privileges for the remainder of

the school year, or referral to Juvenile Court.

Note: 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.

### **PUPIL TRANSPORTATION RULES AND POLICIES**

Board of education and county board of mental retardation and developmental disabilities adopted pupil transportation management policies should be developed cooperatively by school administrators and transportation personnel. Policies are designed to ensure the safety and welfare of all school bus passengers and shall include:

(A) The school bus driver's authority and/or responsibility is to maintain control of the pupils (section

3319.41 of the Revised Code).

(B) The pupil's right to "due process" as provided for by the local board.

(C) Pupil management and safety policies include:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual. Immediate removal is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus. Length of time removed from ridership shall be in accordance with school district policy.
4. Students may be suspended for rule violations and misconduct by the superintendent, superintendent designee or principal shall be in accordance with section 3313.66 of the Revised Code and school district.
5. Expulsion of a pupil from riding privileges shall be by the superintendent and in compliance with divisions (B), (D), and (E) of section 3313.66 of the Revised Code.
6. School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justifies immediate removal, suspension, or expulsion.

### **3301-83-20 GENERAL RULES**

- (A) The use of alcohol, tobacco, and non-prescribed drugs is prohibited on the school bus.
- (B) Animals, firearms, ammunition, weapons, explosives or other dangerous materials or objects are prohibited on school buses.
- (C) 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. When it is necessary to transport such equipment concurrently with pupils, space shall be provided to comply with this rule without having standees in the bus. 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 times.

# **LYNCHBURG-CLAY LOCAL SCHOOLS**

## **ADMINISTRATIVE POLICIES**

### **1. School Hours**

No students are to be in the building before the designated times. Elementary – 8:45, Middle School – 7:15, and High School – 7:05. 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.

### **2. 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.

### **3. 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. No sitting in parked cars or loitering in parking areas.
- c. Driving behind the school building is prohibited.
- d. The carrying of passengers must be noted in Final Forms for both the rider and driver.
- e. Excessive tardies to school may result in suspension of driving privileges or detention.
- f. Middle School students are not permitted to drive to school.

### **4. 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.

### **5. Smoking**

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.

### **6. Eating and drinking are restricted to those areas designated for those purposes.**

### **7. Walking to School**

No students are permitted to walk to or from school.

8. **Textbooks** - Students are responsible for the proper care of textbooks. Fines will be levied for damaged or lost books.



## **9. Jackets & Coats**

Jackets/coats may not be worn to class without prior permission.

## **10. Book Bags & Gym Bags**

Book bags and gym bags may not be carried to class.

## **11. Students Excused From Class**

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

## **12. 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.

## **13. 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.

## **14. 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.

## **15. Visitors**

Student visitors are not permitted during the school day.

## **16. Lost and Found**

Articles which are found should be turned in at the office. Lost articles may also be received there.

## **17. Fundraising Projects by Classes**

All subscriptions or other money making projects carried on by a group shall have the approval of the principal.

## **18. 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.

## **19. Promotion and Graduation**

### **A. Grade Level Assignment for All Classes**

Grades K-8 – promotion/transfer from previous grade

Grade 9 - promotion/transfer from grade 8

Grade 10- 1 year of high school completed

Grade 11- 2 years of high school completed

Grade 12- 3 years of high school completed

## **20. Graduation Requirements**

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

## **21. Participation in Graduation Ceremony (HS)**

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

## **22. 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:
  - AP English
  - Physics
  - Trigonometry/Pre-calculus
  - Calculus
  - Advanced Biology
  - Spanish III
  - Chemistry

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.

## **23. Requirements for Academic 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\\*](#)
6. [Social Science and Civic Engagement Honors Diploma](#)

\*includes dance, drama/theater, music and visual art.

## 24. Method of Determining Grade Point Average (GPA) (HS)

1. Formula

(Course Credit) x (Grade Point Value)

Credits Attempted

2. Grade Point Values

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

## **25. Minimum Standard Rule (HS)**

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

## **26. 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.

## **27. 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

## **28. Senior Early Release (HS)**

### **No Credits for Early Release**

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.

Providing a transition from the regular high school structure to adult responsibilities is the educational objective of this policy. ***Additionally, it is believed that this recognition of the senior year and this opportunity will serve as a motivation for students in their early high school years to meet the standards necessary for participation in this program.***

The early release of seniors in the fourth year of high school may be limited to one/two periods at the end of the school day (6th & 7th period) OR a late arrival time into 2nd period. 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. Requests will be honored unless scheduling conflicts or class size makes scheduling impossible.
7. 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
8. All final decisions will rest with the high school principal.

### **29. 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.

### **30. Attendance at Extracurricular Events**

Students are expected to attend school the day of the event or the day prior to an event. Students disobeying these rules may be forbidden to attend such events in the future.

### **31. Board Policies**

All students in the school are subject to abide by the policies of the board of education.

### **32. Detention of Pupil**

After school, lunch or recess detention may be used.

### **33. Pupil Suspension**

A student may be suspended from school for violations of the student code of conduct.

A recommendation for expulsion may occur any time during the course of the school year.

Students who are suspended or expelled from school are also denied the privilege of participation in or attendance at extracurricular activities during the time the suspension or expulsion is in effect.

While suspended students may complete class assignments for full credit. This work is due upon return to school. Zeros will be given for assignments not completed.

### **34. Search and Seizure**

Search of a student and his/her possession, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of the automobile at any time a search is requested by school administration. Failure to comply with a reasonable search will be considered insubordination.

### **35. Attendance Policy**

PHILOSOPHY: 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.

A "habitual" truant is any child of compulsory school age who is absent without a legitimate excuse: 30 or more consecutive hours (5 days); 42 or more hours in a month; 72 or more hours in a year.

An "excessive" absence is any child of compulsory school age who is absent with or without a legitimate excuse: 38 or more hours in one school month or absent 65 or more hours in one school year.

### **ABSENCE POLICY AND PROCEDURES**

- A. 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.
- B. If the parent/guardian does not contact the school, an attempt to contact the parent will be made.
- C. 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.
- D. 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.

- E. 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.
- F. 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.

## CATEGORIES OF ABSENCE

### A. Excused Absences

1. Medically documented and other principal approved absences.
2. Students are permitted 60 hours of excused absences by acceptable parent notification (note or phone call).
3. 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. 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.

### B. Unexcused Absences

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

### C. Tardiness

1. Students who arrive at school less than sixty minutes late will be counted tardy to school.
2. Students must be in attendance for two (2) hours to receive credit for a half day of attendance.

### D. 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.

## **36. Courtesy to Staff**

All pupils will address teachers and other adult employees as Dr., Mr., Mrs., or Miss. First names or nicknames will not be permitted. Disrespect to any teacher will not be tolerated.

## **37. Medication Taken During School**

If a student has been put on prescription medication, the most ideal situation is to administer

this medication at home. If it must be given during the school hours, the medication must be sent to the school office in the container in which it was dispensed by the prescribing physician or licensed pharmacist. A physician's request for the administration of the medication and written permission from the parent or guardian must accompany the medication with specific instructions as to when the medication should be taken. Medication forms may be obtained from the office.

### **Administration of Medications**

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.

3. A school district board of education member or employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a district employee prohibiting a student from using an inhaler because of the employee's good faith belief that the above named conditions have not been satisfied. A school district board of education member or employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a district employee permitting a student to use an inhaler because of the employee's good faith belief that the above named conditions have been satisfied. Furthermore, a school district board of education member or employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from the use of the inhaler by a student for whom it was not prescribed.

### **Administration of Medication: Epinephrine Auto Injectors**

1. Students are permitted to possess and self-administer an epinephrine auto injector to treat anaphylaxis. 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 epinephrine auto injector, 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.
3. A school district board of education member or employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a district employee's prohibiting a student from using an epinephrine auto injector because of the employee's good faith belief that the above named conditions have not been satisfied. A school district board of education member or employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a district employee's permitting a student to use an epinephrine auto injector because of the employee's good faith belief that the above named conditions have been satisfied. Furthermore, a school district board of education member or employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from the use of an epinephrine auto injector by a student for whom it was not prescribed.

### **38. 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.

### **39. 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.

#### **40. Telephone**

The office phone is for school business and may be used by students only in case of an emergency.

#### **41. Pupil Injury**

A special form is provided by state law to be sent home to the parent and returned, which shall grant to the 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.

#### **42. 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.

#### **43. Participation When Absent**

To be eligible to participate in any school event the student must be present at school or approved prior by the principal.

#### **44. Health Services**

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.

#### **45. 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.

#### **46. Testing**

A broad range of required and optional 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.

**47. 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 defined as stealing and passing off the ideas and words of another as one's own, using a created production without crediting the source, or committing literary theft. For example, turning in a paper retrieved from an internet source or including information from an encyclopedia, book, magazine, or newspaper article, televised editorial, internet website, personal interview, etc. without citation. In short, a paper is considered plagiarized if ANY part of it is taken from another source without proper documentation.

**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 through the date of graduation or final withdrawal.

#### Consequences

- 1st Offense
- Zero for the assignment
  - Parent/Guardian contact
  - Level 2 Saturday School
  - Probation report completed in office
  - Removal from (or prevention from pursuing) for one school year any elected and/or appointed positions of leadership. Such positions of leadership include, but are not limited to:
    1. Membership in Student Council, Class Officer, National Honor Society, and other "honor" organizations.
    2. "Leadership" positions in FFA, FCCLA, athletics, cheerleading, music organizations and special music events, high school classes, and other officially recognized school organizations
    3. Participation in each of the above groups mentioned in item #2 may be permitted with the approval of the respective sponsor who is in charge of the organization and/or the principal. Participation is defined as being a part of the group or team, but not holding a position of leadership such as an officer or captain.
    4. This particular consequence shall apply only during the current school year and shall not be cumulative allowing the offender a second chance of leadership positions in future school years.

- 2nd Offense
  - Zero for the assignment
  - Parent/Guardian contact
  - Suspension (3 days)
  - Probation report completed in the office
  - Removal from (or prevention from pursuing)
- 3rd Offense
  - Zero for assignment.
  - Parent guardian contact.
  - Suspension (5 days)
  - Probation report completed by the office.
  - Removal from or prevention from pursuing an elected and/or appointed positions of leadership for the remainder of high school career including but not limited to:
    - National Honor Society
    - Student Council
    - Any “honor” organization
    - Class Officer
    - FFA
    - FCCLA
    - Athletics/ Cheerleading
    - Music Organization/ Event

#### **48. LCHS Exam Policy**

##### **A. Students**

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.

#### **49. 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.

#### **50. Third Grade Reading Guarantee**

Per the Ohio Revised code any student at the third grade level who does not pass the annual State test in Reading must be retained. A student may be promoted through an alternate test approved by the State of Ohio. Third Grade students at Lynchburg-Clay Elementary are provided opportunities throughout the school year to pass either the state tests or MAP tests in order to be promoted.

## **POLICY FOR HEAD LICE CONTROL**

1. After a student is identified as having lice or nits, 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.
5. If no lice/nits are found, the child will be readmitted to class. If lice or nits are found, you will take your child back home.
6. Three (3) consecutive days of absenteeism for head lice will be excused. If the student has not returned to school by the fifth day, the truant office will be notified. Truant officer will follow the district's policy and procedure for students.
7. If in a school year a student has more than three occurrences of head lice, upon the fourth occurrence, unless there are extenuating circumstances, Children's Services will be contacted for assistance in resolving the problem(s).

## **SEXUAL HARASSMENT - STUDENTS**

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.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

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, 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.

## **TITLE IX GRIEVANCE PROCEDURES**

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Lynchburg-Clay Local School District or any of the district's staff, teachers and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), she/he may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the principal or supervisory level. An informal grievance with administrators does not require parents/guardians to be present. Refer to Board Policy 5517

## **NON-DISCRIMINATION POLICY**

The Lynchburg-Clay Local School District does not discriminate against any person in employment or educational opportunities because of race, color, religion, age, national origin, ethnicity, ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or genetic information. The following person(s) has been designated to handle inquiries regarding the district's non-discrimination policies, to receive discrimination/harassment complaints from members of the district or community, and to assist in the monitoring of the institution's compliance with state and federal non-discrimination laws and regulations:

### **TITLE IX COORDINATORS / COMPLIANCE OFFICERS**

High School Principal	Middle School Principal
6762 SR 134	8250 R 134
Lynchburg, Ohio 45142	Lynchburg, OH 45142
(937) 364-2250	(937) 364-2811

## **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.

**The following items are considered inappropriate:**

- hats 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

## **ELECTRONIC DEVICE RESPONSIBLE USE POLICY**

Lynchburg-Clay Schools are dedicated to providing 21st Century instruction to all its students. We feel we must provide an environment that fosters and encourages the development of 21st Century skills. 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. We must allow the students that have personally owned devices to use them to help them learn in their own style and at their own pace. We must better prepare our students for college or to face the new and every changing workforce.

### **EXPECTATIONS:**

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

1. Students will only use appropriate technology at administration and/or teachers' discretions.
2. Students will use their device for educational purposes only.



3. Students will only use appropriate educational applications and/or programs on their device. Students will only access appropriate educational files on their device.
4. Students may not be allowed 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.
5. Students are permitted to access only the school's network through their personal devices, not private networks. 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 will not connect their mobile device to the local area network via an Ethernet cable. 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 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:**

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. 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:**

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. If a student is instructed to stop sending electronic communications, they must stop immediately.

**SECURITY:**

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.

**CONSEQUENCES FOR VIOLATIONS:**

Students not following expectations for use of electronic devices will face school disciplinary action and lose the privilege to utilize electronic devices in the school for a period of time. The following are disciplinary steps for improper usage of electronic devices during school hours and activities:

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

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

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 code of conduct.

**NETWORK CONNECTIONS:**

Students who cannot access the wireless network or may have technical issues with their technology tool need to resolve this issue by working with the user's manual that came with the device outside the classroom. These are not district owned devices and the district is not allocating resources at this time to troubleshoot connection issues.

**CHARGING:**

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:**

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

## **LYNCHBURG-CLAY SCHOOL DISTRICT STUDENT CONDUCT DISCIPLINE CODE**

**Code of Conduct**

This code of conduct is based upon the principles of respect for self and for others and of balancing the competing interests of individual rights and the right of the school to maintain order and discipline for the good of the students and staff collectively. The rules enumerated in this code are solely for the purpose of providing every student the opportunity to obtain an appropriate education with a minimum of distractions. Whether a rule is written or not is immaterial if an offense is one which would clearly be punishable under general norms of conduct. Accordingly, students

shall comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other school personnel during any period of time when he/she is properly under the authority of school personnel. Any pupil engaging in the types of conduct either specifically or generally listed below is subject to disciplinary measures which may include supplemental writing assignments, written apologies, isolation from classmates, withholding of extracurricular privileges, student conferences, parent conferences, detention, suspension, and/or expulsion.

This code of conduct is adopted by the Lynchburg-Clay Local Board of Education pursuant to Section 3313.661, Ohio Revised Code. This Code is in effect on school premises or grounds, at all school-related activities, or at any time while students are in the custody of or control of the school, furthermore, misconduct by a pupil that regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee is also included in this policy.

Violation of the code of conduct may result in verbal or written warning or reprimand, referral to guidance counselor, parental contract or conference, detention, in-school suspension, Saturday school, community service, emergency removal, referral to law enforcement agencies, suspension or expulsion.

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.

Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security camera.

The types of behavior prohibited by this code of conduct are as follows:

1. Causing or attempting to cause damage, destruction or vandalism of school property, property of school employees on or off of school premises.
2. Causing or attempting to cause damage, destruction or vandalism of private property on school premises or in areas controlled by the school or in the course of school related activities.
3. Any disruption or interference with school activities or the urging of other students to engage in such behavior. Types of disruption include, but are not limited to, self-harm, violence, force, noise, coercion, threat, intimidation, or passive resistance.
4. Assault on a school employee, student or other person.
5. Harassment of school personnel or students during school and/or non-school hours.
6. Fighting.
7. Chronic misbehavior which disrupts or interferes with any school activity.
8. Insubordination- disregard of reasonable directions or commands by school authorities including school administrators and teachers.
9. Mistreatment of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical

handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.

10. Any demonstrations of individuals or groups causing disruption to school activities.
11. Disrespect to a teacher or other school authority.
12. Failure to report to assigned classes.
13. Refusing to take detention or skipping detention or other properly administered discipline.
14. False reporting- A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member.
15. Forgery of school or school-related documents.
16. Cheating or plagiarizing.
17. Gambling.
18. Extortion of a student or school personnel.
19. Stealing or attempting to steal school, public, and/or private property while on school premises, at a school-related activity, or while under the control of school authorities.
20. Theft or possession of stolen goods.
21. Arson, attempted arson, or other improper use of fire, fireworks, or explosive items.
22. Possession of matches, lighters or other similar devices.
23. Possessing, handling, transmitting or concealing dangerous weapons or objects which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
24.
  - A. Use of tobacco in any form on school premises, in the immediate vicinity of the school, at school-related activities, or while under the control of school authorities.
  - B. Possessing, concealing, transmitting, using, buying, selling, offering to sell, or being under the influence of any controlled substance, counterfeit controlled substance - including e-cigarettes, vaporizers or alcoholic beverage is dangerous and harmful to the maintenance of health, safety, welfare, and discipline of students within the school district and is, therefore, prohibited while on school premises, at school-related activities, or at any other time while students are under the custody or control of school authorities.
  - C. A counterfeit controlled substance is defined as:
    1. 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;
    2. Any unmarked or unlabeled substance that is represented to be controlled substance manufactured, possessed, packed, or distributed by a person other than the person

- who manufactured processed packed or distributed it;
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
  4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
  - D. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance.
  - E. No student shall directly or indirectly represent a counterfeit controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.
  - F. No students shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.
  - G. No students shall possess, conceal, transmit, buy, sell, use, or be under the influence or having evidence of consumption of any drug, medication, inhalant, or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance.
  - H. No student shall possess, conceal, transmit, buy, sell, use, or be under the influence or have evidence of consumption of any alcoholic beverage or intoxicant of any kind
  - I. No student shall possess, conceal, transmit, use, buy, sell, or be under the influence or have evidence of consumption of any controlled substance (including but not limited to any narcotic, hallucinogenic drug, inhalant, amphetamine, barbiturate, marijuana, or other psychoactive mind altering substance.
  - J. No student shall possess, conceal, transmit, buy, sell or use any devices which are designed primarily to facilitate the ingestion or inhalation of illegal drugs or look-alike drugs.
  - K. No student shall display written, drawn, or published material on notebooks, book covers, etc, that promotes drug use or abuse (this includes alcohol or tobacco products).
25. Failure to abide by the electronic device policy.
  26. Electronic laser pointing devices, electronic light emitting devices, cameras, music players, such as MP3 players, IPOD's, etc. are not permitted during school hours without expressed written permission from administration.
  27. Cursing.
  28. Use of indecent or obscene language in oral or written form.
  29. Publication, viewing, possession, or distributing of obscene, pornographic or libelous material.
  30. Placing signs and slogans on school property without the permission of the proper school authority.

31. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
32. Truancy.
33. Tardiness.
34. Leaving school premises during school hours without permission of the proper school authority.
35. Upon initial arrival, leaving school property without permission.
36. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
37. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the administration is reasonably related to or represents gang or gang-like activity.
38. Any type of prohibited activity listed herein or listed in "Transportation by School Bus" guidelines taking place on a school bus shall be reason for removal, suspension, or expulsion.
39. Indecent exposure.
40. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
41. Turning in false fire, tornado, bomb, disaster or other alarms.
42. Making a bomb threat to a school building or any premises at which a school activity is occurring at the time of the threat.
43. Presence on school property with a communicable disease.
44. Failure to abide by rules and regulations set forth by administration for student parking.
45. Disobedience of driving regulations while on school premises.
46. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
47. Carrying concealed weapons.
48. Willfully aiding another person to violate school regulations.
49. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
50. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
51. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans.
52. Violation of the Board's Sexual Harassment Policy.
53. Repeated violations of the Stud Code of Conduct and/or any other rule, regulation or policy.

54. Violation of the Board's Internet/Network Acceptable Use Policy.
55. Mental or physical intimidation of students or school personnel.
56. It is the policy of the Lynchburg-Clay Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.
- Hazing is defined as doing any act or coercing another, including the victim, to do any act to initiate into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing does not lessen the prohibition contained in this policy.
- Administrators, faculty members, and all other employees of the school district shall be particularly alert to the possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the superintendent.
57. Inducing panic.
58. Violation of any Board rule, regulation or policy.

## **LYNCHBURG-CLAY HIGH SCHOOL DISCIPLINE LADDER**

In an attempt to reduce the number of student disciplinary referrals, the following Lynchburg - Clay High School Progressive Discipline Ladder had been established.

- Step 1 - Teacher Initiated Action
- Classroom discipline at teacher's discretion at the guidance of the Lynchburg - Clay handbook
- Step 2 - \*Detention - After School Tuesdays and Thursdays (1 hour)
- Step 3 - In School Suspension (ISS)
- Step 4 - Saturday School - four hour session divided into two sections
- Level 1 - First two hours 8:00 - 10:00 A.M.
  - Level 2 - Full-four hour session 8:00 - 12:00 Noon
  - Level 1 or 2 at Principal's discretion
- Step 5 - Out of School Suspension (OSS)
- Step 6 - Recommendation for expulsion or alternative placement when a total accumulation of fifteen (15) days out of school suspensions is reached at any point in the course of the school year.
- To discourage continual detentions the following steps may also occur within the ladder above: (per grading period)

DT # 1-3 - may be served Tues./ Thurs. as assigned

DT # 4 - Level 2 Saturday School

DT # 5 - or more may result in OSS at Principal's discretion

\* Any unexcused absence from detention may result in a level 1 Saturday School assignment

\* Excused absences: medical or family emergency only

\*\*\* If a student misses any Saturday School, Level 1 or 2, except when excused by the Principal, a three (3) day suspension from school may be imposed.

### **Cell Phone Disciplinary Steps**

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 with parent notification.

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

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.

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 code of conduct.

### **LYNCHBURG-CLAY MIDDLE SCHOOL DISCIPLINE LADDER**

In an attempt to reduce the number of student disciplinary referrals, the following progressive discipline ladder has been established:

Step 1 - Teacher initiated action

- Each individual teacher will implement classroom management techniques to improve the misbehavior.

Step 2 - After school detention assigned by the principal or the detention teacher.

- Parent notification

Step 3 - Saturday School, four hour session divided into two sections

- Level 1- First two hours (8:00 – 10:00 a.m.)
- Level 2- Full four hours (8:00 – 12:00 p.m.)

Step 5 - Out of School Suspension (OSS)

Step 6 - Recommendation for alternative school placement or expulsion when a total accumulation of 15 out of school suspension is reached at any point in the course of the year.



\*Any unexcused absence from detentions or Saturday School may result in continuing to the next step on the ladder.

Any discipline administered by school personnel is done so for the purpose of preventing further violations of school and classroom rules, of the student code of conduct, and of board policies. Continued misbehavior would result in stricter disciplinary actions. The safety and welfare of our students is a priority.

\*To discourage continual detentions the following steps may also occur within the ladder above: (per grading period).

DT # 1-3 - may be served after school detention.

DT # 4 - Level 2 Saturday School

DT # 5 - or more may result in OSS at Principal's discretion

\*Any unexcused absence from detention may result in a level 1 Saturday School assignment

\*Excused absences: medical or family emergency only

\*\*\* If a student misses any Saturday School, Level 1 or 2, except when excused by the Principal, a three (3) day suspension from school may be imposed.

\*\*\*NOTE: 1. An administrator can waive any step(s). 2. In-school suspension can be used as another option of discipline at the discretion of the administrator.

## **ELEMENTARY SCHOOL DISCIPLINE**

The elementary 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.

# **STUDENT SUSPENSION/EXPULSION AND EMERGENCY REMOVAL**

## **SUSPENSIONS**

The superintendent or principal may suspend a student for not more than 10 school days. The superintendent or principal will give written notice of intention to suspend, and the reasons, to the student. The student will have an opportunity to appear at an informal hearing before the principal, superintendent or designee, and will have the right to challenge the reasons for the intended suspension or otherwise explain his actions. This hearing may take place immediately.

Within 24 hours of the suspension, the parent, guardian, or custodian of the student and the treasurer of the Board will be notified of the suspension. This notice will include the reasons for the suspension; the right of the student or parent to appeal to the Board of Education; the right to be represented at the appeal; and the right to request the hearing on appeal be held in executive session.

## **1. Appeal of Suspension to Board of Education**

A student, and parent, guardian, or custodian may appeal the suspension to the Board or its designee; they may be represented in all appeal proceedings, and will be granted a hearing before the superintendent or designee. A record will be kept of the hearing.

## **EXPULSION**

Only the superintendent may expel a student. Expulsion is a removal of a student for more than a 10-day duration and not to exceed 80 days in succession.

The superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent or representative have the opportunity to appear on request before the superintendent or designee to challenge the action or to otherwise explain the student's actions. This notice will state the time and place to appear, which must not be less than three days or later than five days after the notice is given.

Within 24 hours of the expulsion the superintendent will notify the parent, guardian, or custodian of the student and treasurer of the Board.

The notice will include the reasons for the expulsion; and the right of the student, parent, guardian, or custodian to appeal to the Board of Education or its designee; the right to be represented at the appeal, and the right to request the hearing be held in executive session.

Expulsion may result in the loss of credit for courses being taken at school, at the career center or at any college or university whether under an education option or at the student's expense.

## **1. Appeal to Board of Education**

A student and parent, guardian, or custodian may appeal the expulsion by the superintendent to the Board of Education or its designee; they may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing, which may be in executive session at the request of the student, parent, guardian, custodian or representative.

## **EMERGENCY REMOVALS**

A student may be removed or excluded from a classroom or a school when s/he poses a continuing danger to persons or property or represents an on-going threat of disrupting the educational process taking place in the classroom or the school premises. Such removal may be for a period of less than twenty-four (24) hours without being subject to suspension and expulsion procedures.

If a member of the school faculty removes a student, under his/her supervision, from a classroom or activity, s/he must submit to the principal written reasons for the removal as soon as practicable.

As soon as practicable after a removal in excess of twenty-four (24) clock hours but within three (3) school days, a hearing must be held by the principal. The person who caused, ordered, or requested the removal must be present.

Written notice must be provided to the student as soon as practicable prior to the hearing. If the probable outcome of the hearing is suspension, the hearing procedures are applicable to a suspension.

## APPEAL TO COURT

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

LEGAL REFS: ORC 3313.66; 3313.661

## **Notification of Rights under FERPA Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are the following:

1. The right to inspect and review the student's education record within 45 days from the day the district receives a request for access.
2. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
4. Parents or eligible students may ask the Lynchburg-Clay LSD to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify what is inaccurate or misleading.
5. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
6. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her task.

7. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
8. Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

9. 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, D.C. 20202.