

LANCASTER CITY SCHOOLS

JUNIOR HIGH HANDBOOK

2019-2020



THE PLACE TO BE

Lancaster City Schools
 General Sherman/Thomas Ewing Student Handbook
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GENERAL SHERMAN

701 Union Street
Lancaster, Ohio 43130
Office Phone: (740) 687-7344
FAX: (740) 687-3443

THOMAS EWING

825 East Fair Avenue
***starting January 2020 – new address**
2024 Sheridan Dr.
Lancaster, Ohio 43130
Office Phone: (740) 687-7347
FAX: (740) 687-3446

GREETINGS

August, 2019

Dear Parents and Students,

On behalf of our staffs, we welcome you to Thomas Ewing and General Sherman Junior High Schools. Along with each student and parent, we believe that we have a role in enabling every student to thrive. We are committed to providing a safe and engaging environment that will give every student the opportunity to achieve, and we encourage you to become involved in both the academic and social aspects of school.

Please take time to read this handbook and discuss it as a family to ensure that everyone is aware of the policies and procedures.

Again, welcome! Whether it is your first year here or your third year, we hope that this will be your best year ever!

Respectfully,

Charles Page, Principal
General Sherman Junior High School

Steve Poston, Principal
Thomas Ewing Junior High School

FOREWORD

The Student Handbook can be an important aid to students and parents. Should questions arise about school policies or rules, students should consult the Student Handbook or Program of Studies book. This handbook is in accordance with the policies of the Lancaster Board of Education and past practice in the Lancaster City Schools. If differences occur, the official policy of the Board and the Ohio School Code will prevail.

The State of Ohio Department of Education and the North Central Association of Colleges and Secondary Schools, as well as the Ohio School Code, serve as a basis for creation of Board Policy and act as a foundation for all practices established at Thomas Ewing and General Sherman Junior High Schools.

PART I

GENERAL INFORMATION

ADMINISTRATIVE OFFICES DIRECTORY 345 East Mulberry Street

BOARD OF EDUCATION

(740) 687-7300

Mrs. Dianne Garlinger, President
Mr. Jay Nauman, Vice President
Mrs. Amy Eyman
Ms. Kathy Kittredge
Mrs. Lise Ricketts
Mrs. Julie Taylor, Treasurer

CENTRAL OFFICE

(740) 687-7300

Steve Wigton	Superintendent	(740) 687-7305
Nathan Hale	Director of Human Resources	(740) 687-7310
Jenny O'Hare	Director of Federal Programs	(740) 687-7306
Jeromey Sheets, Ph. ED.	Director of Elementary Education	(740) 687-7308
Kevin Snyder	Director of Secondary Education	(740) 687-7300
Jerry Rainey	Director of Business	(740) 687-7312
Donna McCance	Director of Student Services	(740) 687-7360
Julie Taylor	Treasurer	(740) 687-7315

General Sherman Junior High

701 Union Street

MAIN OFFICE (740) 687-7344

Chuck Page, Principal
Jordan Burnworth, Assistant Principal
Julie Parrett, Office Assistant
Jennifer Wildermuth, Office Assistant

Thomas Ewing Junior High

825 East Fair Avenue

*starting January 2020 – new address
2024 Sheridan Dr.

MAIN OFFICE (740) 687-7347

Steve Poston, Principal
Brian Lawson, Assistant Principal
Lisa Dawson, Office Assistant
Amy Noland, Office Assistant

DISTRICT WEBSITES

Lancaster City Schools <https://lancaster.k12.oh.us>
Athletics <https://www.lancastergales.com/>

LANCASTER CITY SCHOOLS

THE VISION

Lancaster City Schools will prepare, inspire, and empower all students to be life-long learners and socially responsible citizens who are able to communicate and meet the challenges of an ever-changing global society.

THE MISSION

Lancaster City Schools, the Place to Be for Learning, Caring, Succeeding

PARENT ORGANIZATION

The Parent Teacher Organization meets once each month. These meetings are open to all parents. The PTO is involved in providing support for students and staff through volunteer help, project assistance, and fund raising to name just a few areas. Please watch the school newsletters or call the school office for more information.

JR. HIGH BELL SCHEDULES

Grades 6, 7 & 8

Period	Regular #1	1-Hour Delay #2	2-Hour Delay #3	Early Dis/PM Assembly #4	Activity Bell Schedule #5
Dismiss to Lockers	7:17	8:17	9:17	7:17	7:17
Warning Bell	7:27	8:27	9:27	7:27	7:27
Homeroom	7:30-7:37	None	None	None	7:30-8:13 Activity Period
1	7:37-8:19	8:30-9:07	9:30-10:03	7:30-8:07	8:13-8:51
2	8:23-9:05	9:11-9:47	10:07-10:36	8:11-8:47	8:55-9:33
3	9:09-9:51	9:51-10:27	10:40-11:09	8:51-9:27	9:37-10:15
4	9:55-10:37	10:31-11:07	11:13-11:42	9:31-10:07	10:19-10:57
5	10:41-11:23	11:11-11:47	11:46-12:15	10:11-10:47	11:01-11:39
6	11:27-12:09	11:51-12:27	12:19-12:48	10:51-11:27	11:43-12:21
7	12:13-12:55	12:31-1:07	12:52-1:21	11:31-12:07	12:25-1:03
8	12:59-1:41	1:11-1:47	1:25-1:54	12:11-12:47	1:07-1:45
9	1:45-2:27	1:51-2:27	1:58-2:27	12:51-1:27	1:49-2:27
				Assembly 1:27-2:27	
				2:27 Bell to end the day	

WEATHER – RELATED DELAYS & CLOSINGS OF SCHOOL

(Board Policy EBCD)

The Superintendent may close the schools, dismiss students early or delay the opening of schools in the event of hazardous weather or other emergencies which threaten the safety or health of students or staff members. It is understood that the Superintendent takes such action only after consultation with transportation and weather authorities.

Parents, students and staff members are informed early in each school year of the method of notification in the event of emergency closings or early dismissals.

The District may choose to make up a maximum of three days via online lessons and/or blizzard bags. (May 27, 2014)

DELAYED START: If schools must be delayed to start due to a weather emergency, the day will begin one (1) hour later at 8:30 a.m., instead of the normal beginning school hour of 7:30 a.m. If the start of school is delayed by two (2) hours, the day will begin at 9:30 a.m.

CLOSINGS OF SCHOOL: If schools must close due to a weather-related emergency, advanced notice shall be given, when possible, through the local radio and TV stations. During the winter, snow emergency announcements are usually made between 6:00 and 6:30 a.m. "One Call Now" is Lancaster City Schools' emergency notification system. Parents will receive a phone call in the event of a school closing using the main phone number given to the district on student registration forms. If you wish to notify the district regarding a phone call, please call (740) 687-7300 ext. 1000.

CHANNEL ONE: Time has been built into the schedule for students to view a 12-minute news program designed for junior high and high school students. This program will be used as part of the curriculum to stimulate student awareness of current events.

SCHEDULE CHANGES: Very few schedule changes will be made after school begins. Students must be prepared to keep the courses for which they have registered. All schedule changes must be requested within the first two weeks of each semester. Schedule changes will be permitted based upon available space in classes. Only under the following conditions will schedule changes be permitted:

PROCEDURES AND RULES FOR SCHEDULE CHANGES

Priority will be given to the following:

- Only new students and correction of computer errors will be considered.
- A student who needs to add a required course or courses in order to meet requirements.
- You may request a level change if the teacher indicates that a level change is desirable and with parent permission.
- During the first two weeks of a course, a student may withdraw with no penalty if the above conditions apply. However, a replacement course will be substituted for the dropped course.
- After attending a course for six weeks or more, a student may request a drop providing he/she is passing the course. When this occurs, the student will not receive a grade or credit for the course. However, if a student is failing the course, he/she will be given an F for the remainder of the semester or school year.
- Students enrolled in select groups such as band and choir may not drop from these classes after the second week of school. Students who withdraw from these classes, including those who are permanently removed from the program for disciplinary action, will receive a grade of withdraw failing "FW." Directors of these groups must be notified first if a student wishes to drop before the second week of school, and a conference between the teacher and parent made before any change in the schedule occurs.

STUDENT TRANSFERS/WITHDRAWALS OR CHANGES OF ADDRESS

Student Transfers/Withdrawals: Any student transferring into or withdrawing from our school must report this to the principal's or counselor's office. Students entering should follow this sequence: report to office with birth certificate, proof of residency, custody papers if change of custody has been granted, immunization record, and grades or grade card from previous school. A schedule, homeroom, and locker assignment will be made. If there is a conflict, problem, or question concerning our educational program, please direct it to a teacher, principal, assistant principal, or counselors.

Students will start the first day **after** enrollment papers are completed, unless extenuating circumstances exist. **A student moving out of town or transferring to another school in the city should notify the office at least one day in advance of the departure date.** A withdrawal form will be prepared to have each teacher sign. Books are to be returned to subject teachers. Any fees will need to be paid. Students will receive a grade card, health records, and transfer report.

A transcript of grades and credits will be sent to the new school upon request of the school and parent. Grade cards will be sufficient evidence of achievement until a transcript request is fulfilled. If a student owes fees, fines, or any other financial obligation to our school, he/she may not officially withdraw until these obligations are fulfilled. Grade transcript requests will not be sent until all obligations have been discharged.

Change of Address: Any change of address or telephone number should be reported immediately to the office. This includes parents' work numbers for emergency situations.

**ADMISSION OF STUDENTS
FROM NONCHARTERED, COMMUNITY OR HOME SCHOOLING
(Board Policy JECBC)**

Students seeking admission into the District's schools who have been enrolled in non-chartered schools or home-education programs may be required to take competency examinations. The purpose of such examinations is to determine the proper grade placement for these students. For a full version of policy JECBC see Board Policy Manual: <http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>
(11/26/13)

TEACHER/ PARENT/STUDENT CONFERENCES

All teachers have assigned periods for planning and conferring with parents and/or students. Parents may schedule a conference with teacher(s) by contacting the school. It is hoped that parents will be able to come in for a conference during the teacher's conference period. If not, other arrangements may be made. Students may contact teachers before or after class for a possible conference. Conferences may also be scheduled with our guidance counselor or the principal upon request.

TITLE IX

LANCASTER CITY PUBLIC SCHOOLS' POLICY ON NON-DISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES RECEIVING OR BENEFITING FROM FEDERAL FINANCIAL ASSISTANCE.

The Lancaster City Board of Education is required to implement specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary school students, employment, and all unions and professional organizations holding collective bargaining or professional agreements with said Board of Education, that it does not discriminate on the basis of sex in the educational programs or activities which it operates, and that this is required by Title IX of the Education Amendments of 1972.

In order to fulfill the provisions of the nondiscrimination policy, the Lancaster Board of Education has taken or is in the process of completing the following measures:

1) Title IX Compliance Officer

The Lancaster Board of Education has appointed a Title IX Compliance Officer to whom all questions or complaints regarding non-compliance with provisions found in Title IX of the Education Amendments of 1972 may be directed to:

**Title IX Compliance Officer, Donna McCance
Lancaster City Schools
345 E. Mulberry Street
Lancaster, Ohio 43130
Telephone - (740) 687-7360**

2) Title IX Affirmative Action Policy

The policy published below was adopted by the Lancaster City Board of Education on March 25, 1976: Whereas the Department of Health, Education and Welfare has published an implementing Regulation for Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs, and **WHEREAS** specifically, Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program activity receiving Federal financial assistance..." and

WHEREAS the published regulation, effective July 21, 1975, describes how Title IX will be enforced and how it applies to educational institutions, and

WHEREAS the law underlying the regulation is based on the sound premise that, in a knowledge-based society, equal opportunity in education is fundamental to equality in all other forms of endeavor, and

WHEREAS the regulation requires that prior to July, 1976, those in education begin a searching self-examination to identify any discriminatory policies or practices within their institutions and to take whatever remedial action is

needed: Therefore, be it **RESOLVED**, that the Board of Education, Lancaster School District state, and it hereby does state, its intention to assure compliance with the Rules and Regulations as set forth in Title IX implementing the Education Amendments of 1972, and as affected by Title VI of the Civil Rights Act of 1964; and be it **FURTHER RESOLVED**, that for at least three years following our self-evaluation, records be maintained describing the modifications of policies and practices made and remedial steps taken.

- (3) Copies of the Title IX Affirmative Action Policy and the Title IX Grievance Procedure, which was also required by law, will be given to every student and employee in the Lancaster City Schools District.

Lancaster City Schools Public Notice of Non-Discrimination

Lancaster City Schools does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. Persons with a disability are welcome in Career Technical and Education (CTE) Programs. Please note that our programs may be offered at alternative accessible locations. The following have been designated to handle grievances regarding our nondiscrimination policies:

Title II

Jenny O’Hare
345 E. Mulberry Street
Lancaster, Ohio 43130
740-687-7306

Title IX (Students)

Donna J. McCance
345 E. Mulberry Street
Lancaster, Ohio 43130
740-687-7360

Title VI and Section 504

Donna J. McCance
345 E. Mulberry Street
Lancaster, Ohio 43130
740-687-7360

Title IX (Staff)

Nathan Hale
345 E. Mulberry Street
Lancaster, Ohio 43130
740-687-7310

STAFF-STUDENT RELATIONS

(Board Policy GBH [Also JM])

The relationship between the District’s staff and students must be one of cooperation. The relationship between the District’s staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members shall strive to secure individual and group disciplines, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand. For full version of policy GBH see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

(December 18, 2018)

SEXUAL HARASSMENT

(Board Policy ACAA)

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs.

Title IX states, in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.

All persons associated with the District, including, but not limited to, the Board, administration, staff, students, and third parties are expected to conduct themselves at all times so as to provide an atmosphere free from sex discrimination and

sexual harassment. Sex discrimination and sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. The District may have an obligation to investigate and/or respond to sexual harassment occurring off school grounds, when the harassment creates a hostile environment within the school setting. Sexual harassment is strictly prohibited by this policy. For full version of policy ACAA see Board Policy Manual: <http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lanaster-osba> (June 26, 2018)

DISTRICT 504 POLICY

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

Professional Staff/Administrators Alleged Discrimination Grievance Procedures

In accordance with Federal and State OCR (Office of Civil Rights) Guidelines, any student who believes the Lancaster City 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 Educational Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability) 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 hearing with the above-mentioned administrators does not require parents/guardians to be present.

However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence as follows:

Step 1

An alleged formal discrimination grievance complaint should first be made to the principal or immediate supervisor within ten (10) school days of the date the alleged incident occurred.

Step 2

If not resolved at Step 1, the decision may be appealed to the district's Title IX and/or Section 504 Coordinator within five (5) school days.

Step 3

If not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level.

Title IX Coordinator (Student), Donna McCance
345 E. Mulberry Street
Lancaster, Ohio 43130
(740) 687-7360

Section 504 Coordinator, Donna McCance
345 E. Mulberry Street
Lancaster, Ohio 43130
(740) 687-7360

Step 4

If not resolved at Step 3, the decision may be by the complainant to the Office for Civil Rights, U.S. Department of Education, 1350 Euclid Avenue, Cleveland, Ohio 44115

Wellness Guidelines on Nutrition, Physical and Nutritional Education

(Board Policy EFG-R)

The Lancaster City School District is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity.

This policy outlines Lancaster City School District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

1. The school district will engage students, parents, administrators and staff members, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing District wide nutrition and physical activity guidelines.
2. All students in grades Pre-K-12 will be provided opportunities, support, and encouragement to be physically active on a regular basis.
3. Foods and beverages sold or served by the District during the school day will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
4. Food service will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning and schools will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. The District shall take part as feasible in the National School Lunch and other food programs.
6. Schools will encourage nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.
7. The District is encouraged to establish linkages between health education, school meal programs, and related community services.

This policy applies to all students, staff and schools in the District. Specific measureable goals and outcomes are identified within each section below.

For a full version of policy EFG-R see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

(June 26, 2018)

FOOD ALLERGIES

(Board Policy EFH)

The purpose of this policy is to establish a safe environment for students with food allergies and to support parents regarding food allergy management. In accordance with State law, it is the policy of the Board to provide all students, through necessary accommodations where required, the opportunity to participate fully in all school programs and activities. For a full version of policy EFH see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

(11/27/2012)

PART II

STUDENT CONDUCT CODE

STUDENT DISCIPLINE

(Board Policy JG)

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Board delegates to school officials the authority to enforce District policies, regulations and school rules governing student conduct.

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. The most important part of such a statement would be the relationship of the teacher and the principal in matters of discipline. Teachers must feel free to consult and work closely with the building principal in dealing with any problem with which the teacher might need guidance. This working relationship is one key to desirable discipline and a quality instructional environment.

The Board also believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take the steps that he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal.

In terms of the relationship of the teacher and principal in discipline matters, the Board expects that whenever a discipline problem appears to extend beyond the classroom, the teacher discuss the problem with the principal. The teacher(s) and the principal work together in attempting to control or correct the problem.

A student's failure to comply with the requirements for conduct outlined in the student handbooks may result in the student being disciplined. A student cannot be suspended, expelled or removed from school solely because of unexcused absences. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

If several methods of discipline have been used in an effort to solve a problem and it appears necessary, in the judgment of the principal and Superintendent, to discipline or withdraw privileges from a large group, this action may be taken. Any punishment technique involving an entire class or large group is used only as a last resort.

The Superintendent may require a parent of a student who is suspended or expelled from school or who is truant or habitually absent from school to attend a parental education or training program. Failure to attend the program may result in charges being filed on the behavior of the student.

December 18, 2018

DISCIPLINE – General Information

Lancaster City School District provides each child with the opportunity to acquire an education. No student has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration. School rules are developed and enforced with this in mind. School rules and the Serious Misconduct Code apply to student conduct while on school property, using school transportation, and at school-related and extracurricular activities. School rules and the Serious Misconduct Code also apply to student misconduct, regardless of where it occurs, that is related to activities that have occurred on school property or that is directed at a school employee or the property of a school employee. Please become familiar with the school rules listed in this handbook.

Good discipline is expected and necessary for effective learning. Many positive methods are utilized to encourage good behavior. However, students must understand that undesirable behavior cannot, and will not, be tolerated. School personnel will administer the consequences associated with rule violations in a fair and consistent manner.

Discipline problems are handled at school using various consequences such as time out, loss of privileges, detention, suspension and expulsion, or other actions as determined by the staff. Parents are frequently notified at home or at work and asked for their help in correcting a particular problem. When a student displays a pattern of misbehavior over a period of time, the first step in helping the child will involve a team effort on the part of the parents and school staff. **THE ULTIMATE GOAL IS FOR EACH STUDENT TO EXERCISE GOOD SELF-DISCIPLINE.**

Students of the Lancaster City School District may be subject to discipline, including, but not limited to, suspension, expulsion, or emergency removal from school, for behavior in violation of the code of conduct that occurs either on school premises, during school transportation, at any school sponsored activity, or on the way to and from school.

Disciplinary action shall also apply behavior that occurs off school property but is connected to activities or incidents that have occurred on school property, or actions, regardless of where they occur, that are directed at a Lancaster City School District official or employee, or the property of such official or employee.

Posted throughout the school district is the following notice:

IMPORTANT NOTICE



VIDEO SURVEILLANCE: You are being advised that this area is under video surveillance which is being recorded for the safety and security of the facility. These recordings may be used as evidence for any disciplinary action taken for violating the serious misconduct code.

STUDENT CONDUCT
(Zero Tolerance)
(Board Policy JFC)

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

For a full version of policy JFC see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

May 23, 2017

STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION
(Board Policy EEACC [Also JFCC])

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

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

For a full version of policy EEACC see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

February 23, 2016

HAZING AND BULLYING
(Harassment, Intimidation and Dating Violence)
(Board Policy JFCF)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation are intentional written, verbal, electronic or physical acts that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

For a full version of policy JFCF see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

December 18, 2018

HAZING AND BULLYING

(Harassment, Intimidation and Dating Violence)
(Board Policy JFCF-R)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

For a full version of policy JFCF-R see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

August 22, 2017

CONDUCT

Classroom Conduct: Students are under the supervision of many teachers during the day. Each will have his/her own requirements, and students should learn them and abide by them. Stated simply, it means that students should enter each classroom quietly and take an assigned seat. Students are not to congregate around the teacher's desk at the beginning of the class. At the end of the class period, the teacher, not the bell, dismisses the class.

If a student is directed to leave the classroom for disciplinary reasons, he/she must report immediately to the principal's office. This student is not to leave the office until having conferred with the principal or appointed personnel.

Hall Conduct: Students should be in halls **ONLY** during the class changes unless permission is granted by a teacher or principal. Obey the rules of common courtesy by walking on the right and by moving quickly and quietly. Running is forbidden in the halls. Students are to keep moving and should not stop to talk. Boys and girls should not hold hands or display any other physical expressions of affection at school.

School Activities Conduct: A student's presence at school activities is an important part of his/her all-around educational development. Conduct at these activities should be acceptable according to good social and moral standards. Whether he/she is a participant or a spectator, he/she should demonstrate conduct in a manner that would result in honor and respect to himself/herself, parents, school, and community. All school rules apply.

Study Hall Conduct: Most students will have at least one study hall daily, and it is important that this time be used to prepare assignments. In doing so, less time will be needed at home for study which will increase the time a student has for exploring individual interests. Students should come to study hall with all necessary materials, take a seat, and begin to work without a signal from the teacher.

THREATS OF VIOLENCE: NO THREATS OF VIOLENCE WILL BE TOLERATED

Students shall not make any threats, suggestions, or predictions of violence against any person or group of persons or to the school building - whether made orally, in writing, or via e-mail or any other form of electronic communication. No threat of violence will be considered a joke. Any bomb threat or threat of violence - whether or not made during school hours or on school ground - shall result in immediate suspension and/or expulsion and may result in expulsion for a period of one calendar year. The district reserves the right to hold the student responsible for any cost and/or damages incurred by the district because of a threat.

STUDENT RESPONSIBILITY: In order to maintain a safe environment for all, students are asked to report any and all threats of violence, including jokes and threats of violence, made to self, others, and/or property.

TOBACCO USE BY STUDENTS

(Board Policy JFCG)

Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this District, as well as compliance with Federal and State law. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, alternative nicotine products, electronic cigarettes and any other forms of tobacco by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District. For a full version of policy JFCG see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

(Approved: March 20, 2018)

STUDENT SUSPENSION

(Board Policy JGD)

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. A student cannot be suspended from school solely because of unexcused absences. No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year.

The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the Superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete the community service or assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out of school suspension at the beginning of the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to suspending a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

The District permits students to complete any classroom assignments missed due to suspension.

The guidelines listed below are followed for **out of school** suspensions:

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day after the suspension, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action to the Board or its designee, to be represented in such an appeal and to have any hearing before the Board be held in executive session.
5. Notice of this suspension is sent to the:

- A. Superintendent and;
 - B. Student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion – If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 10 days of the notice of suspension. The procedure for such is provided in regulations approved by the Board. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or his/her parent(s). The student may be excluded from school during the appeal process.

Appeal to the Court

Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas. (March 26, 2019)

The notice, hearing and appeal provisions of this policy do not apply to discipline served within the school environment including "in-school" suspensions, Wednesday Night School, or detentions.

- A. In-School Suspension** - A student placed in in-school suspension is to report directly to the ISS Room at the beginning of the school day. All students will remain the entire day and will be provided assignments from their classes to complete for credit. Lunch will be served in the ISS Room. Students may purchase a Type A lunch from the cafeteria or bring a sack lunch from home. Students will not be allowed to return to regular classes until the entire suspension time has been served. They will also not receive credit for time on the job if they are part of a co-op or work-study program. Failure to follow the rules in ISS may result in out-of-school suspension.

If school is canceled because of calamity days, students are still expected to spend the original number of in-school/out-of-school suspension days they were assigned. A snow day will not replace a day of suspension.

STUDENT EXPULSION

(Board Policy JGE)

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

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

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to

appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given [unless the period is extended at the request of the student or his/her parent(s)].

Within one school day of the expulsion, the Superintendent shall notify the parent(s) of the student and Treasurer of the Board of the expulsion in writing. The parent of any student who is expelled from school for more than 20 school days or into the following semester or school year, will receive information regarding agencies that work towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

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

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

Permanent Exclusion

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

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and are granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s). The student may be excluded from school during the appeal process.

Appeal to the Court

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

Suspension or Expulsion of Disabled Students

The District will comply with all requirements of State and Federal law regarding the discipline of disabled students.

One-year Expulsion

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other dangerous weapons and behavior. Students who engage in conduct described below may be expelled from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Firearms

A student who brings a firearm to a school operated by the Board or onto any property owned or controlled by the Board shall be expelled from school by the Superintendent for one calendar year.

A student who brings a firearm to an interscholastic competition, an extracurricular event or any other school program or activity, regardless of the location, may be expelled from school by the Superintendent for one calendar year.

A student who possess a firearm at a school; on any other property owned or controlled by the Board or regardless of the location, at an interscholastic competition, extracurricular event, or any other school

program or activity, which firearm was initially brought to school, on the property, or to the competition, event, program or activity by another person may be expelled from school by the Superintendent for one calendar year.

Knives

A student who brings a knife to a school operated by the Board; onto any property owned or controlled by the Board or regardless of the location, to an interscholastic competition, extracurricular event, or any other school program or activity may be expelled from school by the Superintendent for one calendar year.

A student who possesses a knife at a school; on any other property owned or controlled by the Board; or regardless of the location, at an interscholastic competition, extracurricular event or any other school program or activity, which knife was initially brought to school, on the property or to the competition, event or program by another person may be expelled from school by the Superintendent for one calendar year.

Acts that Result In Serious Harm to Persons or Property

A student who commits an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property, as defined in ORC [2901.01](#), while the student is at school; is on any other property owned or controlled by the Board, or is at an interscholastic competition, extracurricular event, or any other school program or activity may be expelled from school by the Superintendent for one calendar year.

Bomb Threats

A student who makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat may be expelled from school by the Superintendent for one calendar year.

Reduction of One-Year Expulsion

The Superintendent is authorized to reduce, on a case-by-case basis, the one year required expulsion period for firearms, knives, bomb threats or violent behavior, in circumstances subject to the provisions of state and federal special education law or when the Superintendent in his/her sole discretion, determines that the interest of the expelled student is served and the interests of other students, school employees and other members of the school community are not disproportionately disserved by such a reduction.

Expulsion of Withdrawn Students

The Superintendent shall initiate expulsion proceedings with respect to any student who has committed an act warranting expulsion under Board policy even if the student has withdrawn from the District for any reason after the incident that gives rise to the expulsion but prior to the hearing or decision to impose the expulsion. If, following the hearing, the student would have been expelled for a period of time had the student still been enrolled in the District, the expulsion shall be imposed for the same length of time as on a student who has not withdrawn from the District. (December 18, 2018)

STUDENT SUSPENSION/EXPULSION

(And Removal)

(Board Policy JGD-R/JGE-R)

The Lancaster City Board of Education believes that public education is a right that includes responsibilities. We further believe that our students should always strive for excellent behavior and good school citizenship in school, to and from school, and while attending extracurricular activities. To ensure this proud reputation of exemplary behavior, the following procedures pertaining to the suspension and expulsion of students are established.

The Serious Misconduct Code and student rules of conduct described in this policy and in the student handbooks shall apply to student conduct while on school property, during school transportation, at school-related and extra-curricular activities and to student misconduct, regardless of where it occurs, that is related to activities that have occurred on school property or that is directed to a school employee or the property of a school employee.

Serious Misconduct Code

A violation of any rule listed below shall result in disciplinary action, including meeting with appropriate administrative personnel, suspension, expulsion, or removal from class or school premises, or any other appropriate disposition outlined in the administrative guidelines or permitted by law.

Included in the prohibition are those students who assist or in any way participate in the rule violation.

Truancy:

A student shall not be absent from school or any portion thereof without proper parental permission and school authorization.

Fighting/Violence:

A student shall not act or behave in such a way as could cause physical injury to another person.

Note: If an act of harm to a person is one that is a criminal offense when committed by an adult and results in serious physical harm as defined in Ohio Revised Code Section (RC) 2901.01 (A)(5), and occurs while the student is at school, on any other property owned or controlled by the Board, or at a school-related event, the Superintendent may expel the student for a period of up to one calendar year.

Vandalism (Damage to School or Personal Property):

A student shall not cause or attempt damage to school or private property.

Note: If an act of harm to property is one that is a criminal offense when committed by an adult and results in serious physical harm to property as defined in RC 2901.01 (A)(6) and occurs while the student is at school or on any other property owned or controlled by the Board, or at a school-related event, the Superintendent may expel the student for a period of up to one calendar year.

Theft (Stealing Personal or School Property):

A student shall not take any public or private property that is not his/her own while under the jurisdiction of school personnel. A student shall not purchase or sell stolen property, or purchase or sell items or substances by use of fraud or misrepresentation while under the authority of school personnel. A student shall not, by force, threat, violence or coercion obtain or attempt to obtain the property of another person.

Use, possession, sale, or distribution of a firearm:

A student shall not possess, use, or conceal any firearm/look-a-like gun on school property or while properly under the authority of school personnel while off school property. **(See Note 1 at the end of document.)** A student who brings a firearm to school or possesses a firearm at school, on school property or to an interscholastic competition, extracurricular event or any other school program or activity, regardless of where it occurs, may be expelled for a period of one calendar year.

Use, possession, sale or distribution of a dangerous weapon other than a firearm or explosive, incendiary or poison gas:

A student shall not possess, use, or conceal any weapon on school property or while properly under the authority of school personnel while off school property. **(See Note 1 at the end of the document.)** A student who brings a knife or possesses a knife at school, on school property, or to an interscholastic competition, extracurricular event or any other school program or activity, regardless of where it occurs, may be expelled for a period of one calendar year.

Use, possession, sale or distribution of any explosive, incendiary, or poison gas:

A student shall not possess, use, or conceal any explosive, incendiary, poison gas, or chemical irritant on school property or while properly under the authority of school personnel while off school property. **(See Note 1 at the end of the document.)**

Use, possession, sale or distribution of tobacco:

A student shall not possess, use, transmit, sell or conceal any tobacco or tobacco products in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, alternative nicotine products, electronic cigarettes and vaping instruments in any building of the Lancaster City Schools or at any activity supervised by the Lancaster City Schools.

Use, possession, sale or distribution of alcohol:

A student shall not possess, use, conceal, or be under the influence of alcohol on school property or while under the authority of school personnel while off school property. **(See Note 2 at the end of the document.)**

Use, possession, sale or distribution of drugs other than tobacco or alcohol:

A student shall not possess, use, conceal, or be under the influence of any drug, narcotic, controlled or mind-altering substance, unprescribed medication or look-a-like (counterfeit substance) or drug paraphernalia on school property or while under the authority of school personnel while off school property. **(See Note 2 at the end of the document.)** Included in the prohibition is over the counter medication in possession of a student in violation of the medication policy.

False Alarms/Bomb Threat:

A student shall not falsely report an emergency, including fire or bomb threats or tamper with any alarm or fire prevention device.

Note: A student may be expelled for a period of one calendar year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

Other:

Repeated Violations: A student shall not repeatedly violate the code or fail to comply with the directions of teachers, student teachers, substitute teachers, teaching assistants, principals or other authorized school personnel, during any period of time when the student is under the school's jurisdiction.

Disobedient/Disruptive Behavior:

Defined as: unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; also, behavior which substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).

1. Disruption of School: A student shall not, by any action, cause any disruption to school or school related activity.
2. Disregard of Reasonable Directions or Commands by School Officials: A student shall not disregard or disobey reasonable directions, rules or commands issued by school personnel. Students shall not act in a disrespectful manner toward school personnel.
3. Special Rules of Conduct for School Buses: A student shall abide by the established rules of conduct for students riding school buses.

4. Establishment & Conduct of School Clubs and Organizations: A student shall not establish or be a member of a school club or organization not authorized by the school.
5. Hazing: Hazing means doing any act or coercing another to do any act of intimidation that causes or creates a substantial risk of causing mental or physical harm to any person or group. Students shall not engage in unlawful discriminatory acts of harassment on the basis of race, color, national origin, ancestry, citizenship, veteran's status, religion, disability, age, or gender. Examples of prohibited harassment includes slurs, verbal or physical conduct of a sexual, harassing or discriminatory nature, unwelcome sexual advances or reference to sexual themes in a manner which the offender knows or should know is offensive to the listener or observer, or other discriminatory or harassing verbal, nonverbal or physical conduct based on race, color, national origin, ancestry, citizenship, veteran's status, religion, disability, age, or gender. A student shall not engage in hazing, commit any act that injures, frightens, or degrades a fellow student or employee of the school on or off school grounds.
6. Obscene Language and Pornography: A student shall not use, write, print or display profanity, obscene language, gestures or pornographic materials on the way to and from school, during school, or at any school related activity.
7. Falsification, Cheating or Plagiarism: A student shall not knowingly give false written or spoken information to school personnel. A student shall not submit work that is not his/her own without proper documentation and reference.
8. Out of School Conduct: Students shall not engage in misconduct off school property that is connected to activities or incidents that have occurred on school property or misconduct, regardless of where it occurs, that is directed at a Lancaster City School official or employee, or the property of such official or employee.
9. Sexual Behavior: Students shall not engage in inappropriate sexual behavior while under the jurisdiction of the school or representing the school.
10. Interference with School Personnel: A student shall not interfere with any school employee in the performance of their duties.
11. Gambling: A student shall not take part in any gambling scheme or game of chance.
12. Traffic and Parking: A student shall obey all traffic laws and parking regulations while operating a motor vehicle on school grounds, or authorized parking areas. Student vehicles are subject to search if there is reasonable suspicion to believe that the search will reveal evidence of prohibited conduct.
13. Tardiness: A student shall not be late for school or class without properly being excused by school personnel.

Harassment/Intimidation:

Repeatedly annoying or attacking using physical, verbal, written, or electronic action which creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm).

Firearm look-a-likes:

Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance. (i.e., toy guns, cap guns, bb guns, pellet guns.)

Unwelcome Sexual Conduct:

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

Serious Bodily Injury:

An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty.

Note 1: Whenever a student is suspended or expelled from school in accordance with RC 3316.66 for a violation involving a firearm, knife or other weapon, the Superintendent shall notify the Registrar of Motor Vehicles and the juvenile judge of Fairfield County of the suspension or expulsion. After receiving such notification, the Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the Registrar that the student has satisfied any conditions established by the Superintendent.

Note 2: Whenever a student is suspended or expelled from school in accordance with RC 3313.66 for the use or possession of alcohol or drugs the Superintendent may notify the Registrar of Motor Vehicles and the juvenile judge of Fairfield County of the suspension or expulsion. After receiving such notification, the Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the Registrar that the student has satisfied any conditions established by the Superintendent.

In accordance with State law, a student whose driving privileges have been denied can file a petition with the juvenile court in which he resides. (March 20, 2018)

EMERGENCY REMOVAL OF PUPILS

(Board Policy JGDA)

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

For a full version of policy JGDA see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

December 18, 2018

DISCIPLINE OF STUDENTS WITH DISABILITIES

(Board Policy JGF)

The Board recognizes that effective and appropriate discipline for students with disabilities may, at times, differ from effective and appropriate discipline for students without disabilities. The Board does not, however, believe in a double standard for misbehavior and holds the welfare and safety of all persons in the District in highest regard. Disciplinary action of students with disabilities proceeds in a manner that protects the welfare and order of the community as well as recognizes the special needs of the student.

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

For a full version of policy JGF see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

December 17, 2007

PPRA Model Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires that Lancaster City Schools notify you and obtain consent or allow you to opt your child out of participating in certain activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Human behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or minister;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

WEDNESDAY NIGHT SCHOOL

A student may be assigned to attend one or more sessions of Wednesday Night School. Assignments to Wednesday Night School are made at the discretion of the building principal. Prior to this assignment, the student's parent(s) or guardian will be given a written notification giving the dates of the assignment and the reason for the assignment. It will be the responsibility of the parent or guardian to provide transportation for the student to and from school.

If a student is ill on the day of his/her Wednesday Night School assignment, the parent must call 740-687-7344 (General Sherman) or 740-687-7347 (Thomas Ewing) and leave a message on voice mail.

Unexcused absences for Wednesday Night School will result in being assigned an additional Wednesday Night School. Further unexcused absences from Wednesday Night School may result in out-of-school suspension. Excused absences from Wednesday Night School must be made up.

DETENTION SYSTEM

Detentions: We feel that personal self-discipline and responsibility are two goals of student growth. The detention system has been established for those students who have not developed these qualities.

Students may be assigned detention by any teacher or any administrator. This is for those students with undesirable patterns of attendance, tardiness, conduct, or other disciplinary problems. Excessive detentions may result in progressive disciplinary action. Students are required to report to the assigned detention room with all appropriate materials.

Teachers may also require a student to remain after school. If a teacher asks a student to stay after school, the student must keep the appointment.

Students will be given at least one day to make the necessary arrangements at home before a detention is served. Students not completing assignments may be assigned mandatory help sessions to complete work. Students may and should ask for help sessions, if needed. The purpose of detention is not to be punitive;

the purpose is to help develop self-discipline and responsibility and to provide an opportunity to complete schoolwork.

Office Lunch Detention: These will be assigned by building principals to be served during the student lunch period in a proctored area. Students are expected to do schoolwork after eating. Failure to appear may result in additional disciplinary action.

Teacher Detentions: Teachers have the authority to assign detentions to students. When this is done, a teacher is responsible for sending the notice home with students and for holding his/her own detentions.

PART III ATTENDANCE POLICIES and GRADING SYSTEM STUDENT ABSENCES AND EXCUSES

(Board Policy JED)

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of times when approved by the Superintendent (applies to students over 14 years of age only);
4. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
5. quarantine for contagious disease;
6. observance of religious holidays consistent with a student's truly held religious belief;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours) or;
8. college visitation;
9. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
10. absences due to a student being homeless or;
11. as determined by the Superintendent.

The District will make an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's unexcused absence within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

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

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

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.
(March 26, 2019)

STUDENT ABSENCES AND EXCUSES

(Administrative Guidelines K-12)

(Board Policy JED-R)

Definition of Terms

1. **Present:** A student must be in attendance for at least one and one-half hours to be counted present for either the morning or afternoon session.
2. **Tardy:** A student is considered tardy for a class or for school when that student is late. A student shall be considered tardy except:
 - A. when the tardiness is caused by a school employee, department or system; i.e., bus being late or
 - B. when the student has visited a doctor or dentist for a personal appointment; a doctor or dentist's statement may be required.
3. **Absence:** When a student is not in attendance, that student is considered to be absent.
4. **Excused Absence:** An excused absence from school may be approved on the basis of any one or more of the following conditions:
 - A. **Personal illness** - The approving authority may require the certification of a physician at any time. Such certificate shall be required after five unexcused absence or a total of 12 absences of any combination.
 - B. **Quarantine of the home** - The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
 - C. **Death of a relative** - The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown for a longer absence.
 - D. **Observance of religious holidays** - The building principal shall excuse the student upon written request from the parent or guardian. The principal may require a written statement from church authorities substantiating any required religious observances.
 - E. **Emergency or other circumstances** - which in the judgment of the Superintendent or his/her designee constitutes a good and sufficient cause for absence from school.
5. **Make-up Work:** Make-up work is defined as any work completed prior to or following an absence.
 - A. Make-up work may be arranged by the student and/or parent through contacting the student's teacher(s) during non-class time while the teacher is at school.
 - B. Make-up work will be completed in the number of days equal to the number of days the student was absent. Exceptions may be made if approved by the building principal.
 - C. Make-up work for pre-arranged absences approved in advance by the principal must be submitted upon returning to school (example: vacation or like days).
 - D. Students and parents should not expect make-up work to derive the same benefits as classroom instruction.
6. **Unexcused Absence:** An unexcused absence is any absence not excused. A student with an unexcused absence is permitted to make up the missed assignments for class credit per the Grading Systems Policy and Regulation
7. **Truancy:** Truancy is the willful absence by a student from class or from school without prior knowledge of the parent or guardian. Parents who knowingly and willfully permit a son or daughter to be truant are liable for prosecution.

8. Excessive Absence: Excessive absence (38 or more hours in a school month or 65 hours in a school year) for any reason may affect a student's achievement and may jeopardize the student's promotion.

Violations of the Ohio Revised Codes such as Revised Codes [3321.04](#) and [3321.19](#) or other applicable compulsory attendance codes will result in a complaint being filed with the juvenile court. The school has an obligation to report non-compliance with compulsory attendance regulations.

9. Students Habitually Absent - Loss of Driving Privileges: When the Superintendent receives information that a student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours in a school month, or a total of at least 90 hours in a school year, the following procedure applies.
 - A. The Superintendent notifies, in writing, the student and his/her parents, guardian or custodian and states that information regarding the student's absences has been provided to the Superintendent, and as a result of that information, the student's driving privileges are denied. This notification also states that the student and his/her parents, guardian or custodian may appear before the Superintendent/designee to challenge the information provided to the Superintendent.
 - B. The notice from the Superintendent to the student includes the scheduled time, place and date of the hearing, which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student, and the parent(s), of the new hearing time, place and date.
 - C. At the hearing before the Superintendent/designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. State law defines "legitimate excuses" for absence from school to include, but not be limited to:
 - i. enrollment in another school or school district in Ohio or another state;
 - ii. possession of an age and schooling certificate (work permit);
 - iii. a bodily or mental condition that prohibits attendance or
 - iv. participation in a home instruction program
 - D. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent must notify the Registrar of Motor Vehicles and the juvenile judge. Such notification must be given to the Registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences, or, if the hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of motor vehicles and the county judge must comply with State and Federal law.

The Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges will remain in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by State law. In accordance with State law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he/she resides seeking their reinstatement.

(August 22, 2017)

ABSENCE REPORTING PROCEDURES

Home and Student Procedures: Parents should make a phone call to the school on the morning of each absence explaining the reason for the absence. These calls should be received no later than 8:30 a.m. If it is known at the time that the absence will be longer than one day, please inform us of this fact. If no contact is made between parent and school, a written note is required stating date, reason for absence, and signed by parent. **ABSENCES WILL BE UNEXCUSED IF NO CONTACT IS MADE AFTER TWO DAYS.**

TRUANCY

(Board Policy JEDA)

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

For a full version of policy JEDA see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

December 19, 2017

The following are some **unexcused** absences:

1. Moving
2. Shopping
3. Visiting - without prior approval
4. Oversleeping
5. Missing bus or ride
6. Take Your Child To Work Day - **without employer verification***
7. Out-of-school suspension
8. Truancy
9. Kept at home by parents - without prior approval
10. Baby-sitting
11. Special trips - without prior approval

*To support Take Your Child to Work Day, we suggest you do so in the summer or on a non-school day so that your child's educational process is not interrupted.

Arrival to School/Leaving School: Students are permitted to enter the building at 7:00 a.m. Please plan accordingly when dropping off students in the morning. Once students arrive at school, they are not permitted to leave school property without permission. When students are dismissed after the school day, they are not permitted back in the building or on school property without permission.

INSTRUCTIONAL MATERIALS

(Board Policy IIA)

As the governing body of the District, the Board is legally responsible for the selection of instructional materials. Since the Board is a policy-making body, it delegates to the administrative and teaching staff of the District authority to recommend instructional and supplemental materials.

Materials for school classrooms are recommended by the appropriate professional staff in consultation with the Superintendent and other sources as needed. Final decision relative to purchase rests with the Superintendent, subject to official adoption by the Board in the case of textbooks.

For a full version of policy IIA see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

November 25, 2014

TEXTBOOK SELECTION AND ADOPTION

(Board Policy IIAA)

In selecting textbooks for use in the District, the Board carefully considers the rights, freedoms and responsibilities of students, parents and teachers.

For a full version of policy IIAA see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

November 25, 2014

GRADING SYSTEMS

(Board Policy IKA)

Grading is a system of measuring and recording student progress and achievement which enables students, parents and teachers to assess strengths and weaknesses; plan an educational future for students in the areas of the greatest potential for success; and know where remedial work is required.

The Board believes students respond more positively to the opportunity for success than to the threat of failure. Therefore, the District seeks in its instructional program to make achievement both recognizable and possible for students. It emphasizes achievement in its processes of evaluating student performance.

For a full version of policy IKA see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

May 27, 2014

GRADING SYSTEMS

(Board Policy IKA-2-R)

Administrative Guidelines for Reporting Student Progress in Grades 6-8

The objectives associated with the reporting of student progress can best be achieved through a dual reporting system comprised of parent/teacher conferences and student progress reports. The parent/teacher conferences should expand upon the information contained on the student progress report.

The objectives of the grade 6-8 student progress report are to:

1. inform parents and students of students' progress;
2. communicate between school and home;
3. state student's achievement in relation to his/her ability;
4. state student's achievement as compared to grade level standards and

5. state whether student is working at, above or below grade level content standards.

Grading Guidelines:

1. Teachers will include only achievement of the content standards in their grades. Behavior, effort and attendance (whether excused or unexcused) will not be included.
2. Teachers will provide support to learners who submit work late without reducing grades. Late work will be accepted within a range of dates as designated by the teacher. However, there may be consequences for submission of late work.
3. Teachers will not give points for extra credit or use bonus points.
4. Students will receive remediation, reassessment and behavior consequences for academic dishonesty (plagiarism, cheating on summative assessment). Grades will reflect the reassessment.
5. Teachers will assign grades using appropriate and clear performance standards; provide clear descriptions of achievement expectations.
 - A. In assessing group projects or presentations, use only individual achievement scores.
 - B. Teachers will assign grades based only on that student's own achievement without inflating grades. (i.e., curving grades, utilizing bell curve).
6. Teachers will rely only on evidence gathered from content standards based assessments.
7. Quarterly and final grades will include no more than 10% formative evidence. Teachers will provide feedback on formative assessments.

The objectives of the parent/teacher conferences are to:

1. expand information outlines on student progress report;
2. communicate between home and school;
3. provide parents and teachers with specific information to use when dealing with student weaknesses and
4. promote positive atmosphere for child to work at his/her level of potential.

Special Education Students Included in the General Education Classroom:

1. Students will follow the same grading policy as their grade level peers in the general education classroom, unless documented in the IEP and supported by the data in the ETR.
2. Assignments and assessments are modified and / or accommodated as documented in the IEP.
3. Intervention specialist will assist, support, and consult with general education teachers in the development of materials, modifications, and accommodations for student with disabilities
4. Grades will be given by the general education teacher with consultation and support from the intervention specialists for students receiving instruction in content areas.
5. Grades should be a reflection of the curriculum being taught in the classroom while the IEP reports progress on IEP goals and objectives.
6. Comments will be added to the grade cards to communicate clearly to parents that the grades reflect the students' progress with modifications or accommodations.

Special Education Students in Special Education Classrooms:

1. Students will follow the same grading policy as their grade level peers in the general education classroom, unless documented in the IEP and supported by the data in the ETR.
2. Assignments and assessments are modified and / or accommodated as documented in the IEP.
3. The special education classroom's curriculum must follow the State Standards with modifications and / or accommodations as documented in the IEP.
4. A functional curriculum may be used for students with severe disabilities and is documented clearly in the IEP and supported by data in the ETR.
5. Grades will be given by the intervention specialist for all academic content area(s) in which they are providing the full and complete content. If the student is provided curriculum content in the general education setting then the grade will be given by the general education teacher with support from the intervention specialist.

6. Comments will be added to the grade cards to communicate clearly to parents that the grades reflect the students' progress with modifications or accommodations.
7. IEP progress reports should be a reflection of progress on IEP goals and objectives.

Frequency of Grades

In establishing a grade teachers will record a minimum of six grades per subject area for the nine-weeks marking period. These grades will reflect the student's mastery of the course content standards.

Grading Scales

In determining a nine-week grade, teachers must be able to justify their grading criteria to parents, students and their principal. The following grading schedules must be utilized to compute grades:

Percentage Scale Point Value Scale

A = 100 - 93 A = 4.00
 A- = 92 - 90 A- = 3.67
 B+ = 89 - 87 B+ = 3.34
 B = 86 - 83 B = 3.00
 B- = 82 - 80 B- = 2.67
 C+ = 79 - 77 C+ = 2.34
 C = 76 - 73 C = 2.00
 C- = 72 - 70 C- = 1.67
 D+ = 69 - 67 D+ = 1.34
 D = 66 - 60 D = 1.00
 F = 59 - 0 F = 00

The following grading scale shall be used in those courses properly designated Honors (H).

Percentage Scale Point Value Scale

Grade	Percent	GPA
A	100-93	4.50
A-	92-90	4.17
B+	89-87	3.84
B	86-83	3.50
B-	82-80	3.17
C+	79-77	2.84
C	76-73	2.5
C-	72-70	1.67
D+	69-67	1.34
D	66-60	1.00
F	59-0	0.00

* No grade below C will carry the weighted factor.

Determination of Semester and Final Grades for Algebra 1

In the computation of semester and final grades, the following proportions will be used with respect to the value of nine-week grades and exams:

Semester course first nine weeks grades = 40%
 Second nine weeks grades = 40%

Exam grade = 20%
Year course first nine weeks grades = 20%
Second nine weeks grades = 20%
Semester exam = 10%
Third nine weeks grades = 20%
Fourth nine weeks grades = 20%
Final exam = 10%

Should an F be recorded in Algebra 1 for the last two recorded grading periods and the final examination for a year course, and the last recorded grading period and the final examination for a semester course, the teacher may consider the final average a failure and use as the final grade. The building principal must approve the application of this exception.

Incomplete is a temporary mark, which indicates a grade has been withheld until all assignments for the grading period have been completed. The time allowed to complete the work is to be no longer than 10 school days, unless there are unusual health problems or an extended period of absence. In these circumstances, special arrangements may be made with the building principal for an extension of the 10-day period. After the 10 days, the grade should be converted to a letter grade.

Quarterly and/or Final Examinations

Grades 6, 7 and 8

The use of quarterly and/or final examinations at grades 6, 7 and 8 will be optional. If quarterly or end-of-year final examinations are to be given, the following conditions must be met:

1. All members of the department teaching the subject must give the quarterly and/or final examination.
2. All quarterly and/or final examinations must be filed with the principal who will establish an examination schedule.
3. If possible, the examination schedule should be designed to avoid students having to take more than two examinations in any one-day.

Grade Classifications

Grade 6 to 7

A student needs four points to attain grade 7 standing including successful completion of mathematics and Language Arts and either science or World History.

A student repeating grade 6 may be scheduled for the next level grade 6 course (e.g., math, English), or a grade 7 course if the prerequisite course has been completed successfully.

Grade 7 to 8

A student needs four points to attain grade 8 standing including successful completion of mathematics and Language Arts and either science or World History.

A student repeating grade 7 may be scheduled for the next level grade 7 course (e.g., math, English), or a grade 8 course if the prerequisite course has been completed successfully.

Grade 8 to 9

A student needs four points to attain grade 9 standing including successful completion of Language Arts, mathematics, either science or American History.

Make-Up Work

Make-up work is defined as any work completed prior to or following an absence.

1. **Make-Up Work - Regular**

- A. It is the responsibility of the student and/or parent to contact the teacher and make arrangements for all make-up work on or before the day the student returns to school.
- B. Make-up work will be completed in the number of days equal to the number of days the student was absent. Exceptions may be made if recommended by the teacher and/or building principal and approved by the building principal.
- C. Students and parents should not expect to derive the same benefit from make-up work as from classroom instruction.
- D. Assignments completed during in-school suspension will be credited to the student.
- E. Students with unexcused absence or students suspended out of school will be encouraged to make up missed work and will be given credit for it.

2. Make-Up Work - Vacations

The District believes that students should attend school on a regular basis. Failure to meet this responsibility could seriously hamper the student's academic progress and achievement. In order to provide maximum educational opportunities, vacations should be planned during holiday or summer breaks.

Students who are absent from school should not expect make-up work to provide the same benefits as classroom instruction and participation. Although the scheduling of vacations during school sessions is discouraged, the following procedures have been established to process vacation releases:

- 1. Advance notice of all vacations should be given to the building principal at least one- week in advance. In the event of an emergency vacation leave, parents should contact the building principal as soon as possible.
- 2. The building principal should notify the teachers in advance of any student who will miss school due to an excused vacation. It is the responsibility of the student and/or parent to contact the teacher for all make-up work.
- 3. Whenever a vacation occurs, parents should very seriously consider hiring a tutor to help prevent any serious academic setbacks. It is not the responsibility of the teachers to provide tutoring for any students who miss school due to vacations.
- 4. When a vacation request has been received for a student who is in danger of failing a course of study, the building principal, or his/her designee, will confer with the parent regarding the academic performance or attendance of the student.

Interim Progress Reports

Interim reports are to be sent for low and failing grades (D and F respectively), when a grade has decreased from an A to a C or at parent request.

Following teacher-student notifications, students may be required to consult with a guidance counselor if teacher-student notifications do not result in positive attitudes toward the class and classwork.

Withdrawal from School

A student moving out of the District shall notify the office at least 24 hours in advance. On the day of withdrawal, students should arrange to have a parent or guardian with them to complete the necessary paperwork. In emergency situations, exceptions to this rule may be permitted with the approval of the building principal.

When students owe fees or fines or have other financial obligations to the school, they must be paid at this time. Grades and credits of students having a financial obligation to the school may be withheld as provided by Section [3313.642](#) of the Ohio Revised Code.

(June 26, 2018)

COLLEGE CREDIT PLUS

(Board Policy IGCH [Also LEC])

State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university

and any participating nonpublic college/university on a full- or part-time basis and complete eligible nonsectarian, nonremedial courses for transcribed high school and/or college credit.

The Board directs the Superintendent/designee to develop and establish the necessary administrative guidelines to ensure that the CCP program is operating in accordance with state requirements.
(June 26, 2018)

Student Enrollment

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's established standards for admission and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program.

High School/College Enrollment

1. A student who enrolls in CCP for the first time in:
 - a. grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years.
 - b. 10th grade may receive credit toward high school graduation for up to the equivalent of three academic school years.
 - c. 11th grade may receive credit toward high school graduation for up to the equivalent of two academic school years.
 - d. 12th grade may receive credit for up to the equivalent of one academic school year.
2. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
3. For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.
4. College courses for which three-semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

CAREER ADVISING

(Board Policy IJA)

The Board views career advising as helping students understand themselves relative to their abilities, aptitudes, interest, attitudes, strengths, and limitations. This process is meant to assist students in the development of their potential and their decisions relating to educational and career matters.

The district's plan for career advising includes providing:

1. Grade-level examples that link students' schoolwork to one or more career fields by implementing a career curriculum.
2. Career advising to students in grades 6-12 which includes meeting with each student at least once annually to discuss academic and career pathway opportunities.
3. Additional interventions and career advising for students who are identified as at risk of dropping out of school. These include:
 - a. Identifying students who are at risk of dropping out of school using a local, research-based method with input from teachers, school counselors and other appropriate school staff.

- b. Developing a Student Success Plan for each student at risk of dropping out that addresses both the student’s academic and career pathway to successful graduation and the role of career-technical education, competency-based education and experiential learning, when appropriate.
 - i. Before a district develops a pupil’s Student Success Plan, district staff will invite the student’s parent, guardian or custodian to assist. If that adult does not participate in the plan development, the district will provide the adult a copy of the plan, a statement of the importance of a high school diploma and a listing of the pathways to graduation available to the student.
- 4. Training for employees on how to advise students on career pathways, including use of the tools available to the district.
- 5. Multiple academic and career pathways through high school that students may choose to earn a high school diploma, including opportunities to earn industry-recognized credentials and postsecondary course credit.
- 6. Information on courses that can award students both traditional academic and career-technical credit.
- 7. Documentation on career advising for each student and students’ parent, guardian or custodian to review, as well as schools that the student may attend in the future. These include activities that support the student’s academic, career and social/emotional development.
- 8. The supports necessary for students to transition successfully from high school to their postsecondary destinations, including interventions and services necessary for students who need remediation in mathematics and English language arts. (August 18, 2015)

PART IV ACADEMIC RECOGNITION

GENERAL INFORMATION

Information regarding curricular programs, special awards, and transcript requests may be found in the Program of Studies book. Student service awards are presented during the school day that last week of school. Examples include student council, gym helpers, office helpers, etc.

HONOR ROLL

There are two honor rolls established at the end of each grading period: they are called the Honor Roll and the High Honor Roll. A student must possess an average of 3.00 to 3.59 inclusive to make the Honor Roll. He/She must attain an average of 3.6 points in order to make the High Honor Roll. An F or an I in any subject will make the student ineligible for either honor roll. All subjects are included. A list of honor students from each grade will be posted in the hallway each grading period.

Eighth Grade Honors Dance: The Honors Dance is a semi-formal dance for eighth graders sponsored by the Parent Organization. **(NO FORMAL CLOTHES OR LIMOUSINES, PLEASE.)** To attend the Honors Dance, students:

- a. must hold a 2.0 GPA (cumulative after the third nine weeks);
- b. have no out-of-school suspensions;
- c. have no more than three days of ISS for the year; and
- d. had no attendance hearings.

Principal’s discretion will be the final factor in determining a student’s ability to attend. Eligible eighth graders may invite a guest in the seventh, eighth, or ninth grade. This guest must also meet the same citizenship guidelines. This is an HONORS DANCE for those students who have displayed positive school citizenship.

GENERAL SHERMAN AWARDS

Eighth Grade American Legion Award:

The American Legion Award is an attempt to recognize two eighth grade students in the areas of citizenship, leadership, and academics. Candidates for this honor should have displayed strong citizenship qualities throughout the school year. Their conduct of solid citizenship exemplifies proper behavior in and out of the school environment. Each participant will possess a minimum 3.0 grade point average where his/her hard work and citizenship recognizes him/her as a leader in the classroom.

General Sherman Eighth Grade Rex Kern and Stephanie Blanton Athlete:

The Rex Kern and Stephanie Blanton awards are awards of distinction. To qualify, a student must have demonstrated above-average performance in all the required areas on which the award is based. It is possible that in any given year one, both, or no awards will be made.

Honors (Awards) Night: This is an annual, end-of-the-year academic recognition program. Subject areas and other academic awards are presented at that time. It is a time to recognize and honor the outstanding achievements of our students.

THOMAS EWING AWARDS

American Legion Award: This award is given to one boy and one girl in the 8th grade. It is based on a number of characteristics: Honor, Courage, Scholarship, Leadership, and Patriotism.

Thomas Ewing Citizenship Award: This award is given to one boy and one girl in the 8th grade. It is based on their regard for the interest of others (altruism) as well as their constructive aid for the improvement of Thomas Ewing.

Eric Bankes Award: This award is given to one boy and one girl in the 8th grade who demonstrated an exemplary attitude at Thomas Ewing through caring for others and sharing of their time and talent.

Honors (Awards) Night: This is an annual, end-of-the-year academic recognition program. Subject areas and other academic awards are presented at that time. It is a time to recognize and honor the outstanding achievements of our students.

PART V STUDENT RIGHTS and RESPONSIBILITIES

(Board Policy JF)

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

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

For a full version of policy JF see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

May 23, 2017

1. Speech

Schools, by their very nature, must encourage freedom of expression and inquiry in a responsible and appropriate manner. Effective classroom and other educational activities will be structured to encourage students to express, examine and debate their thoughts and those of others.

- a. Students have the right to a free and appropriate expression of ideas. Such expression shall include the personal opinion of students. Controversial ideas are not to be deliberately avoided.
- b. Students shall not be forced to accept a purely personal and arbitrary opinion or idea.
- c. Students do not have the right to speak in a manner that clearly and immediately incites others to damage or physically harm others.
- d. Students do not have the right to slander (speak maliciously or without regard for the truth) or to engage in offensive obscenities.
- e. Students do not have the right to speak in a manner that materially and substantially interferes with the normal operation of the school.

2. Writing

The rights of students relative to freedom of the press is clearly established by the Constitution and by case law. Students in the Lancaster City School System shall have the right to express themselves in appropriate written form and in a manner consistent with the educational philosophy and goals of our district. Within the scope of such expression students shall accept the responsibility to refrain from libel and obscenity or inciting to commit any act contrary to law or the established Code of Conduct.

- a. Publications prepared by members of the student body for distribution to other students or faculty shall be under the supervision of one or more faculty members.
- b. Students who write, edit, publish or distribute printed, handwritten or duplicated materials are responsible for the contents of such material.
- c. The editor, co-editor and editorial staff shall be responsible for the final review and preparation of articles under the direction of the appointed faculty member(s).
- d. All publications must identify the author, and/or editor and publisher, and shall be submitted to the designated school authority for approval.
- e. Libel, obscenity, profanity, personal attacks and encouragement of the violation of laws are prohibited.
- f. Students may not possess, while on school grounds, written material which is obscene, libelous, inflammatory and/or seditious because of the likelihood of substantial disruption to the educational process.
- g. Articles that have been reviewed and rejected by an editor, co-editor, editorial staff, advisor, or administrator shall be returned to the author(s). Authors may reconsider the content and amend the article, or avail themselves of the right of appeal.

3. Dress and Appearance Code/Symbolic Expression

(Board Policy JFCA)

The primary responsibility for a student's dress rests with the parent and the student. The Board has the responsibility for the education and safety of students. Therefore, all students shall be neat and clean in consideration for each other and shall dress in a manner that will not be unduly distracting or interfere with the education process.

For a full version of policy JFCA see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lanaster-osba>

December 15, 2005

Symbolic Expression: Symbolic expression is defined as any expression, other than verbal, that conveys the personal ideas, beliefs, feelings, attitudes or opinions of individuals or groups.

Dress - A student has the responsibility to regulate his/her appearance so as to avoid the disruption of the educational process. Students are expected to wear appropriate clothing. Appropriate undergarments must be worn and covered at all times. Clothing with obscene, libelous, distracting, or suggestive words or pictures is prohibited. Clothing or items which promote or advertise alcoholic beverages, tobacco products, or illegal drugs, are prohibited from being worn during school hours or at school activities. Other standards of dress will include the following:

- 1) Undergarments must be worn and be covered at all times.
- 2) Boxer shorts are not acceptable as an over garment.
- 3) No spandex shall be permitted.
- 4) Clothing cannot be sheer unless an appropriate article of clothing is worn under to cover undergarments.
- 5) Pajama pants/lounge pants are not permitted.
- 6) Shirts must be properly sized. Underwear, chest and cleavage, back and midsection (belly) may not be visible.
- 7) Sleeveless shirts (either bought or cutoff) are acceptable as long as the opening for the arm is only as wide as the natural seam for the sleeve (no full side or up to collar openings). Sleeveless shirts shall be permitted with the following guidelines:
 - a. The chest area must be covered in an appropriate manner.
 - b. Racer back tank tops shall be permitted **as long as undergarments are covered.**
 - c. One strap tops are not permitted.
 - d. Tube tops are not permitted.
 - e. The tops with tie straps and halter tops are not permitted.
- 8) Shorts or skirts must be long enough to cover a student in a school-appropriate manner while standing or seated and recommend to reach mid-thigh length.
- 9) Clothing must be in good repair. Clothing which is cut or sliced may be deemed inappropriate. If clothing has been cut or sliced, underwear, chest and cleavage, back and midsection (belly) may not be visible.
- 10) Pants must be worn at the waist. (No sagging.)
- 11) Shoes must be worn at all times. Open-toed shoes or sandals may be prohibited by a teacher based on the nature of the class (i.e., industrial tech).
- 12) Jackets/coats that are sold as outerwear are to be left in the locker and not worn during the school day.
- 13) Hats, visors, bandanas, or sweatbands, hoods worn up, combs, or head coverings are not permitted. Hats are to be placed in the locker at the beginning of the day and **NOT** carried around during school.
- 14) Students are not to wear chains or other items which could be considered weapons.

Book Bags/Gym Bags, etc. - must be stored in lockers. Small "sling" bags ARE permitted at Principal discretion for carrying books (drawstring straps). Purses or other bags used to carry books are considered book bags and are **NOT** permitted.

***Note:** Unattended bags are subject to search

Buttons/Badges -An insignia shall not disrupt the educational process. Insignias with libelous, obscene or suggestive words, phrases, or pictures shall be prohibited. No flags or banners shall be publicly displayed without proper authorization of school personnel.

Make-Up – Excessive make-up that draws undue attention to a student is disruptive in nature and not acceptable.

Physical Gestures - obscene or suggestive gestures or those that are potentially disruptive shall be prohibited.

***The principal will be the final arbiter in matters of symbolic expression and dress code violation.
See Dress Code Disciplinary Procedures on page 38***

4. Release of Student Records

Students and/or parents have the right to object to the release of directory information regarding their student(s). Questions should be addressed to the guidance office.

5. Cafeteria

Students will be assigned to a lunch period during the school day. When the designated lunch period arrives, students are to proceed to the cafeteria in an orderly fashion and take their place in line. Cutting in line, stepping ahead, saving a place in line for another student, or purchasing food for another student is not permitted. Students may not share food. Students are to have their money and I.D. number ready for the cashier. Students may pre-pay. Students purchasing lunch are encouraged to use the pre-pay plan. There are no lunch charges.

A plate lunch is served for a nominal fee. Á la carte items are also available. Students may bring a sack lunch or buy a hot lunch, both of which must be eaten in the cafeteria. Students bringing sack lunches may purchase milk or a la carte items from the cafeteria menu.

If a student does not have money they may receive a regular meal. The meal will be charged to their account and the parents will receive notification. The charges will stay on the account until paid in full. Parents may request a block against charging.

Call the Food Service office to discuss options, 740-687-7350.

NO FOOD IS TO BE TAKEN FROM THE CAFETERIA.

Class "A" type lunches or a la carte lunches are available. The items in the a la carte line are individually priced. The class "A" type lunch is provided at a unit cost. Each student must use a tray when purchasing food. Students must keep the food and food containers on his/her tray while eating. When finished eating, trays must be taken to the disposal area. Students must leave no food or debris on the table.

6. Physical Education

All students must participate in the regular classes unless a proper doctor's excuse is obtained. An approved parent request that a student not participate will be honored for one day.

Gym Clothes

1. Boys and girls are to wear shorts, socks, tennis shoes, and a T-shirt type top.
2. No jewelry is to be worn during class (safety).
3. Clothing should be labeled.
4. Other dress requirements will be covered by the physical education instructors during the first two weeks of class.

Lockers and locks will be provided for all students in physical education classes. Students are issued locks and are responsible for them. A fine will be charged if these are lost. All personal items, but particularly valuables such as watches and money, must be **locked** in the individual physical education lockers.

***Note:** At the end of each semester, all items are to be removed from the P.E. locker by the student.*

7. Student Responsibilities

In order to provide for the equal opportunity of all students to an appropriate education, students and staff must work in cooperation to establish a school atmosphere conducive to teaching and learning. To this end, students in the Lancaster City School System are expected to assume the following responsibilities:

1. Students will conduct themselves in an orderly and respectful manner at all times.
 2. Students will obey all reasonable requests and directions of teachers, administrators, and other appropriate school personnel.
 3. Students will respect the rights of others and will endeavor to contribute to the general welfare of our school community.
 4. Students will strive for excellence in all areas of academic and extracurricular endeavors by exerting maximum effort commensurate with ability.
 5. Students will abide by the established rules and regulations of the Lancaster Board of Education.
 6. Students will conduct themselves with honesty and integrity.
8. Photography / Publications
 A family's privacy is important; therefore, the school will need to have the custodial parent/guardian provide permission for the child to have his/her picture taken or to be videotaped by school staff or local news organizations during the current school year. If permission is granted, a child's picture and/or name may be used in newspaper articles, television stories, newsletters, brochures and/or other promotional products.

Lancaster City Schools Dress Code Disciplinary Procedures

Grades 6-12

1st Offense:

1. The student will be asked to change or correct and/or parents will be notified via telephone to bring proper clothing. Student may be removed from class until appropriate clothing has been provided.
2. Students will be reminded of the dress code and informed what infraction occurred.

2nd Offense:

1. The student will be asked to change or correct and/or parents will be notified via telephone to bring proper clothing. Student may be removed from class until appropriate clothing has been provided.
2. A letter will be sent home reinforcing dress code policy.
3. Detention will be issued.

3rd Offense:

1. The student will be asked to change or correct and/or parents will be notified via telephone to bring proper clothing. Student may be removed from class until appropriate clothing has been provided.
2. A letter will be sent home reinforcing dress code policy.
3. Wednesday Night School will be issued.
4. Parent conference scheduled with the principal/assistant principal.

4th Offense & Additional Offenses*

1. The student will be asked to change or correct and/or parents will be notified via telephone to bring proper clothing. Student will be removed from class until appropriate clothing has been provided.
2. A letter will be sent home reinforcing dress code policy.
3. ISS will be issued.

* Principals may assign other disciplinary consequences after the fourth dress code violation.

PART VI BUILDING PROCEDURES and RULES

ASSEMBLIES

At various times throughout the year, the school will conduct assemblies. At this time, students and teachers will meet in the auditorium (or gymnasium if designated) for a program given by a school group or an outside organization. It is felt that assembly programs are a valuable supplement to a student's education either as a participant or as a spectator. Carefully selected educational assemblies are scheduled from time to time by the principal. All students will sit in assigned seats unless directed to sit elsewhere. Be on your best behavior! With more than 500 students in one room, anything less than your best behavior will spoil the assembly for others.

1. Students should go quietly to all assemblies. Upon entering the auditorium, go directly to your assigned seat and wait quietly for the program to begin.
2. Students are to become silent when the program begins.
3. There is to be no food in the auditorium.
4. Please reserve all applause for the performers or speakers. Whistling, shouting, or booing is not appropriate.

BICYCLES, MOTORCYCLES, SKATEBOARDS, ROLLERBLADES and SCOOTERS

Many students ride bicycles to school, and each owner is responsible to see that only one person rides the bicycle at a time. Bicycle parking has been provided adjacent to the building. This area is off-limits to all students who do not own a bicycle. After bicycles are on the school property, they are to remain there for the duration of the school day. Students are urged to park their bicycles carefully and not abandon them. All bicycles are to be locked.

Skateboards, rollerblades, and scooters are not permitted, and students may not drive cars, motorcycles, or motorbikes to school or to school-related activities on or off school property.

CARE OF SCHOOL PROPERTY

We feel that each student should assume the responsibility of keeping our facilities and materials in the most usable condition possible so that others may also benefit from their use.

Textbooks: Students must assume the responsibility for textbook loss and damage. Textbooks are issued by classroom teachers.

Students are to:

1. Write names on the nameplate in the front of each book in ink.
2. Keep pencils, notebooks, extra papers, etc., out of books so that the binding will not break.
3. **Covering books is necessary** to protect them from damage. Students will be assessed a fee for damage done to their books. A replacement charge will be assessed for lost books.

Upkeep of Furniture: Each student should inspect his/her desk in each room, and if the student finds a freshly made mark, report it to the teacher at once. The student may be held responsible if he/she makes no report.

School Facilities/Vandalism: Each student should strive to see that walls, floors, restrooms, etc., are not defaced. If a student commits vandalism, disciplinary action will be taken and he/she will be required to pay for damages.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Any student found guilty of any form of vandalism or defacement of school property shall be placed on a home referral basis. A parent conference shall determine the final resolution. Parents and students shall be

made aware of the legal implications involved. Ohio Law provides that a parent is liable up to \$3,000 for the willful destruction of property by a minor in his/her custody or control.

After affording a pupil due process rights, the district may withhold grades and/or diplomas and transcripts of the pupil who is responsible for such damage until the pupil or the pupil's parent or guardian has paid for the damage. When the pupil and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor in lieu of monetary payment.

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS

(Board Policy JFCK)

"Electronic communications equipment" is any piece of equipment that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Examples of electronic communications devices include but are not limited to the following: pagers, cell phones, e-book readers, computers, and any device which can receive an electronic message such as an email, text, page, or other devices which can connect to the Internet. Students may possess electronic communications equipment at school. Student may only use the electronic communications equipment with the permission of the supervising staff member. The use of electronic communications equipment may only be permitted by a staff member if its use is for education purposes.

Students may be provided a time and place at school to use their electronic communications equipment for their own personal use. The time(s) and place(s), if provided, will be detailed in the school building's student handbook. The student must not participate in any activity while granted this privilege with disrupts the school, harasses or bullies another student, staff member, or person outside of school, and will at all times abide by the Acceptable Use and Internet Safety Policy for the Computer Network of the Lancaster City School District. Any student who violates a policy of the school district shall be subject to disciplinary action.

Cameras, camcorders, or any device which may capture an image, pictures, or video, are prohibited from being used in any restroom or locker room facility on the grounds of the Lancaster City School District. Students are also prohibited from using electronic communications equipment to capture, record or transmit words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school while in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using any electronic communications equipment to take or transmit audio and/or pictures/video of an individual without his/her consent is considered in violation of privacy and is not permitted, unless authorized by the building principal.

No expectation of confidentiality will exist in the use of the electronic communications equipment while on school grounds or at a school-related activity. Any and all access to the Internet or electronic communications a student has on his/her personal electronic communications equipment is subject to proper use as governed by this policy, the Acceptable Use and Internet Safety Policy for the Computer Network of the Lancaster City School District, and the student handbook.

Students who are in school-related attendance but who are also in the capacity of an active member of a volunteer firefighting organization or a volunteer emergency medical service organization may be permitted, at the discretion of the building principal, to possess and use the electronic communications equipment at any time and in any place while at school.

Students who bring personal electronic communications equipment onto school grounds or to school-sponsored events do so at their own risk. The Lancaster City School District, its Board members, its

employees and/or its agents are not liable for lost, stolen, damaged, or destroyed personal electronic communications equipment.

A person who discovers a student who is in violation of this policy must report the violation to the principal, who may order a police officer or appropriate school employee to confiscate the equipment, which is forfeited to the District.

This policy shall be posted in a central location in school building and made available to students and parents upon request. (May 24, 2011)

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT/CELL PHONES

As outlined in the board policy (above), cell phones and other electronic communications equipment are permitted at school. However, these devices are to only be used at designated times throughout the day. Students are permitted to use these devices before and after the school day. Also, these devices are permitted to be used in the classroom for educational purposes only with the permission of the supervising staff member. Cell phones and other electronic communications equipment should not be seen or heard at any other time during the school day.

Students in violation of this policy will receive a consequence from building administration. Members of the staff have been directed to confiscate cell phones that are used at any time other than those outlined above. Cell phones will also be confiscated if they ring, play music or in any other way disrupt the educational setting. Upon confiscation, the cell phone or device will be delivered to the office. The building administrator will log the violation in the student's discipline file and administer consequences in the following manner:

- 1) First Violation – Detention and cell phone to be picked up at the end of the day.
- 2) Second Violation – Wednesday Night School assigned and cell phone to be picked up by parent.
- 3) Third Violation – One day of In-School-Suspension and cell phone shall be held for 30 days. Parent must pick up phone.
- 4) Fourth Violation – Additional days of In-School-Suspension and cell phone shall be held for 60 days. Parent must pick up phone.

OTHER ELECTRONIC DEVICES

Pagers, radios, portable stereos, portable tape recorders, universal remotes, laser pointers and other electronic devices which could cause disruption are prohibited. They will be confiscated by administration.

EMERGENCY DRILLS

The Board directs the Superintendent/designee to conduct all drills required by State law. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur. Plans are posted in each classroom and other areas accessible to staff and students where required by law (also see Board Policy EB and EBC) in our Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

November 25, 2014 (EB) and March 20, 2018 (EBC)

Emergency drills will be held at various times during the year. Instructions are posted in each room specifying procedures for these drills. Special instructions will be given by each teacher relative to procedures for other emergencies. During the drills, all students **must obey**, without question, instructions given by the office and teacher in charge. Any student who fails to follow instructions will receive immediate disciplinary action. Every staff member will do whatever is necessary to ensure the safety of **ALL** students.

FOOD/DRINKS

In general, all food and drinks are to be kept in the cafeteria. Such items are not permitted in the hallways. Food and drink in the classroom are at the discretion of the teacher. Water will be permitted in a clear plastic bottle at the discretion of the principal.

FUNDRAISERS

All fundraising must be approved by the administrator in charge of fundraising. No individual student may sell any items for personal gain.

GUM CHEWING

Chewing gum may be permitted **at the principal's discretion** during school hours.

HALL PASS / SUCCESS PLANNER

Each student will receive a SUCCESS PLANNER. The planner will be used on a daily basis for recording assignments and planning work completion. They will also be used by students as a hall pass for moving through the halls to the restroom, library, or any place in the building.

MESSAGES TO STUDENTS

Parents should handle all necessary communications with their child before the school day begins. Parents are welcome to come to the office and meet with their child when they feel that their student needs a message or more information. Handling information before school minimizes the disruption of class and increases the opportunity for learning. It also reduces the risk of unauthorized contact. Message for emergency situation should be addressed in or through the office only.

NOTE POSSESSION

A student may not possess, write, or pass notes during the regular school day. If notes contain threatening language, obscenities, profanity, or other material deemed inappropriate for the school setting, students will be in violation of the school discipline policy at the discretion of the teacher or principal.

SAFETY GOGGLES

In all classes where eye danger exists, students will be required to wear eye protection.

SNOWBALL OR ROCK THROWING

Snowball and rock throwing **are not permitted** on school grounds or on the way to and from school.

STUDY HALL RULES

1. No talking or disturbing noises.
2. Sit in assigned seat.
3. Card playing is not permitted.
4. Students are not to leave study hall without a pass.
5. Students are to bring material to study to study hall
6. Restroom passes are limited to 5 (five) minutes.
7. No sleeping.

VISITORS

All visitors must sign in at the office and obtain a visitor's badge. Parents are encouraged to visit the school and attend classes with their son or daughter. Advanced notice and arrangements for these visitations are helpful. Visits by students from other schools are not permitted. Please return the visitor's pass before leaving.

After school, students may not return to the building and their classroom unless checking with the office and a staff member has given permission. This is for the child's protection

PART VII STUDENT SERVICES

ANNOUNCEMENTS

Announcements will be made once a day during first period. The announcements will also be sent to off-campus classrooms and posted in the office for students who come late or wish to review any announcement they may have missed. Afternoon announcements will be given only in case of emergency or when an event that evening must be changed/canceled

HEALTH CONCERNS

If your child has a health concern, please provide the school health clinic medical documentation from your child's physician. Mutual understanding about health concerns will help us to better care for your child. Please update your student's information as necessary.

Students should stay home for the following:

1. Communicable Disease - If you suspect that your child may have a communicable disease seek medical attention from your child's medical provider and contact your child's school.
2. Fever – Students with a temperature (100.0 or above) should not be sent to school. Your child must be fever free for 24 hours without the use of fever reducing medications before returning to school.

CLINIC

The school health clinic is available to students who may become ill or injured. School personnel will provide basic first aid and care for injuries and illnesses that occur at school. Students too ill to remain in school will be sent home only if their parent or guardian can be notified. Students should not contact parents on their own if they are ill. Emergency or accidental cases will be sent to the Fairfield Medical Center Emergency Room.

It is important to keep your notification information up-dated with the school. The school will attempt to notify the parent/guardian with the contact information provided in current school records. If unsuccessful, one of the telephone numbers listed on the Emergency Medical Authorization Form will be called.

Students must have a pass signed by a teacher or be personally escorted to the office by a staff member, unless a serious emergency precludes this procedure. Not reporting to the office when given permission to do so by a teacher is just cause for the student to be disciplined. Remaining in a restroom during a class or study period is considered truant.

SCREENINGS

Vision screenings will be provided in grades K, 1, 3, 5, 7, 9 and 11. Hearing screenings will be provided in grades K, 1, 3, 5, 9 and 11. Additionally, if a staff member, parent/guardian or a student has a concern about a student's vision or hearing, the clinic staff will screen the child upon request.

IMMUNIZATIONS

(Board Policy JHCB)

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment, the Board requires immunizations in compliance with State law and the Ohio Department of Health for each student unless the parent(s) file an objection. The Board may also require tuberculosis examinations in compliance with law.

Students eligible for kindergarten and students new to the District must present written evidence of similar immunizations, or written evidence to indicate that they are in the process of receiving immunizations, to be completed no later than the day of entrance. The District will immediately enroll homeless students and foster students and assist in obtaining necessary immunization records. Students failing to complete immunizations within 14 days after entering are not permitted to return to school.

The District maintains an immunization record for each student, available in writing to parents upon request. (February 28, 2017)

NOTE: Beginning with the 2016-2017 school year, students must receive the meningococcal vaccine in accordance with the Ohio Department of Health schedule. The Ohio Department of Health website provides a chart summarizing the school enrollment immunization requirements for each fall.

Each year, by October 15, school districts are required to submit a written summary, by school, to the director of health of the immunization records of all initial entry students in the district, on forms prescribed by the director.

Ohio Revised Code 3313.671 outlines the reasons for which parents can file objections for immunizations.

- A student whose parent provides a written statement in which they decline to have the student immunized for reasons of conscience, including religious convictions, is not required to be immunized.
- A student whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease.
- Students also may be exempt specifically from rubeola, mumps or chicken pox vaccinations if a signed statement is provided that the student has had these illnesses naturally.

Immunization Summary for School Attendance

See ODE link: https://odh.ohio.gov/wps/wcm/connect/gov/9683ace0-573f-4ed3-b9d4-08d714d1fb85/School+Immunization+Summary+2019-2020.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.Z18_M1HGGIK0N0JO00QO9DDDDM3000-9683ace0-573f-4ed3-b9d4-08d714d1fb85-mwJY3dO

ADMINISTERING MEDICINES TO STUDENTS

(Board Policy JHCD)

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

Prescription Medications

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
 - a. Annual diabetes training will be provided to all employees who volunteer or who “administering medications” is a part of their job description.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be brought to school by the

- parent, guardian, or emergency contact in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Any unused medication must be returned to the parent, guardian, or emergency contact only or it will be properly discarded.
 4. New request forms must be submitted each school year the medication is required.
 5. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
 6. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
 7. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
 8. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
 9. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions or outside of the scope of their job description, to administer the drug.

Over-the-Counter Medications

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board can administer FDA approved non-prescription medications upon the request of parents.
2. Non-prescription medication must be administered from the school office/clinic or from a school sponsored event by the school nurse or school personnel designated by this policy as authorized to administer medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person administer the non-prescription medication.
4. All requests for administering non-prescription medication must include written instructions including name of medication, name of child, dosage, and time of medication to be administered and parent signature. Dosage may not exceed manufacturer's recommendation for the child's age and weight.
5. All non-prescription medication forms will be kept in the school clinic and made available to the school personnel designated by this policy as authorized to administer medication.
6. The drug must be brought to school by the parent, guardian, or emergency contact in the original container from the manufacturer.
7. Non-prescription medication must be labeled with name of child, dosage, and time of medication to be administered.
8. All non-prescription medication stored in lockable storage.
9. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered a violation of the School Code of Conduct.
10. Any unused medication must be returned to the parent, guardian, or emergency contact only or it will be properly discarded.
11. New request forms must be submitted each school year the medication is required. The parent is responsible to communicate changes to the request for non-prescription drug administration by completing another form.

Inhalers for Asthma

Students have the right to possess and use 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 at school or at any activity, event, or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Auto-injectors

Students are permitted to carry and use an epinephrine auto-injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an EpiPen extends to any activity, event, or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an EpiPen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

Self-Care for Diabetics:

Students are permitted to perform diabetes care tasks, attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written approval from the student's physician and (if a minor) his/her parent/guardian. Students may perform these tasks in the classroom in any area of the school, on school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, or student's parent/guardian. (September 23, 2014)

ADMINISTERING MEDICINES TO STUDENTS

(General Regulations)

(Board Policy JHCD-R-1)

Students needing medication are encouraged to receive the medication at home, if possible.

Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program, meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care of charge of the student, that the drug be administered to the student.
2. Each person designated to administer medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
 - A. the name and address of the student;
 - B. the school and class in which the student is enrolled;
 - C. the name of the drug and the dosage to be administered;
 - D. the times or intervals at which each dosage of the drug is to be administered;
 - E. the date on which the administration of the drug is to begin;
 - F. the date on which the administration of the drug is to cease;

- G. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency;
 - H. special instructions for administration of the drug, including sterile conditions and storage.
3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes. The person authorized to administer the drug receives a copy of the statement described above.
 4. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional.
 5. The person designated by the Board establishes a location in each school building for the storage of drugs to be administered. Unless otherwise authorized by State law, all such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes "gross negligence or wanton or reckless misconduct."

A person employed by the Board is not required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administer the drug.

Board policy and regulations regarding dispensation of medication must be formally adopted by the board and may be changed, modified, or revised only by action of the Board. (September 23, 2014)

ADMINISTERING MEDICINES TO STUDENTS

(Use of Asthma Inhalers)
(Board Policy JHCD-R-2)

In order for a student to possess and use an inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals. For a full version of policy JHCD-R-2 see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

ADMINISTERING MEDICINES TO STUDENTS

(Use of Epinephrine Auto-injectors)
(Board Policy JHCD-R-3)

Student possession of an EpiPen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

For a full version of policy JHCD-R-3 see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

ADMINISTERING MEDICINES TO STUDENTS

(Self-Care for Diabetics)
(Board Policy JHCD-R-4)

As students mature we realize that they may desire more independent with their diabetes. We will do all that we can to make this possible for the student while still keeping them safe as well as maintaining their independence and privacy.

For a full version of policy JHCD-R-4 see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lanaster-osba>

ADMINISTERING COUGH DROPS AND THROAT LOZENGES

(Board Policy JHCD-R-5)

1. Authorized school personnel may administer cough drops or throat lozenges to a student upon written request of a parent/guardian.
2. All requests for administering cough drops or throat lozenges must be made in writing to the school nurse or principal. Such request must include written instructions, including the name of the medication, name of the child, dosage, and time medication is to be administered, dates to start and discontinue medication, and parent/guardian signature. Parents/guardian may use form provided.
3. Cough drops or throat lozenges must be administered from the school clinic.
4. Cough drops or throat lozenges must be presented to school personnel in its original container and labeled with the child's name, the dosage to be given, and the time to be given. Only a week's supply of cough drops or throat lozenges is normally kept at the school.
5. Cough drops or throat lozenges shall be stored in a lockable storage cabinet in the school clinic.
6. A dosage exceeding manufacturer's recommendations must follow guidelines for prescription medication and be accompanied by a physician or licensed prescriber's order per Lancaster City School Policy JHCD.
7. Medication remaining at the end of the school year must be claimed by the parent or it will be discarded. (July 19, 2011)

ADMINISTERING MEDICINES TO STUDENTS

(Board Policy JHCD-1E)

The parent must request in writing, in advance, that your child be given medication at school as stated in the Lancaster's City School Board's policy JHCD, adopted September 23, 2014.

In your child's best interest, the school office, school nurse and classroom teacher must all be informed of your child's special condition. The needed information is outlined on the attached form.

Please complete, along with your physician, a copy of the attached form and return it to the school office whenever your child must have someone at school give him/her medication at school. Every item must be answered completely for the school to be authorized to administer the prescribed medication. Additional forms will be available from the principal's office whenever you need them.

The following forms are available on our website at

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lanaster-osba> or through the clinic/school office at your child's building.

JHCD-1-E: **ADMINISTERING MEDICINES TO STUDENTS** (Authorization for Dispensing Medication)

JHCD-2-E: **ADMINISTERING MEDICINES TO STUDENTS** (Authorization for Student Possession and Use of Asthma Inhaler)

JHCD-3-E: **ADMINISTERING MEDICINES TO STUDENTS** (Authorization for Student Possession and Use of Epinephrine Auto injector)

JHCD-4E: **ADMINISTERING MEDICINES TO STUDENTS** (Authorization for Independent Diabetic Care)

JHCD-5E: **Form for Cough Drops and Throat Lozenges**

JHCD-6E: **ADMINISTERING MEDICINES TO STUDENTS** (Over-the-Counter Medication Form)

GUIDANCE SERVICES

The basic purpose of the guidance program in the Lancaster Schools is to help students to better understand themselves and their environment and to assist them in planning realistically for the future. There are several guidance services which are designed to assist each student to make the most of his/her abilities and opportunities. Teachers, counselors, and administrators will gladly confer with students and/or parents concerning student achievement, study habits, or areas of concern. Individual conferences for students may be scheduled with the school counselor. Students may request conferences for any of the following reasons: educational, vocational, personal, social, or any other topic that might be a question or concern.

HOME INSTRUCTION

The procedure on Home Instruction varies from year to year. Any questions on this should be directed to the Guidance Office. Students need to notify their counselor in the Guidance Office of any need for this type of instruction.

HOME TUTORING

The State of Ohio requires the following:

Credit for tutoring, other than home instruction, shall be granted under the following conditions:

- a. Prior approval is granted by the principal of the school wherein credit is to be granted.
- b. The teacher shall be properly certified and shall be officially approved for tutoring in the school system.
- c. The student shall meet with the teacher a MINIMUM OF TWENTY CLOCK HOURS for each one-half unit of credit granted.
- d. The principal shall require the tutor to submit a RECORD OF THE WORK COVERED and a REPORT OF THE QUALITY OF WORK DONE.
Lancaster Schools have prescribed, within this structure, that the following also be included:
 - a. A file of the work will be kept by the teacher and turned into the office at the close of the term.
 - b. A final exam will be given by the instructor or the guidance office which will parallel (in difficulty) the final given to students during the regular school year. The student must receive a passing grade.
 - c. A statement from the tutor showing dates and times of meetings, and assurance that the course requirements have been met must follow.

A student may be tutored in more than one subject, up to a maximum of two credit hours, as prescribed by the State of Ohio, Department of Education.

INTERNET USE

The Lancaster City School System provides Internet access to all students. Use of the Internet is a privilege and should not be abused. Inappropriate use of Internet access will result in loss of privileges and may result in other penalties up to and including suspension from school. Inappropriate use includes, but is not limited to, the following: obscene language or graphics, harassment, threats and derogatory remarks to or about others, and damage to the work, files, and equipment of the school or others.

All students must have on file with the Media Specialist a signed Internet Parental Permission form. These forms will be issued to students at the start of the school year. If a signed form is not on file the student account may be deactivated.

LIBRARY SERVICES

The library welcomes students and staff for academic research and instructional technology. Students may visit with their teacher as a class, independently from study hall, or before and after school.

Students are required to complete a permission form and the Board of Education Computer Network and Internet Policy form in order to use technology within the library. Academic research is given priority in scheduling computer access. Students may be directed to use specific computers.

Materials may be checked out for a specific period of time. Students are responsible for all materials borrowed in their name. All materials must be returned or paid for before the end of the academic year. Librarians will help students with research and technology. Librarians also work collaboratively with teachers to design instruction. Within the collections are books, magazines, online databases, and instructional videos for research.

Library websites are available for research at:

<http://www.lancaster.k12.oh.us/>

FEE SCHEDULE FOR MISSING LIBRARY MATERIALS

Grades K-5: \$20.00 per item or the replacement cost if available.
 \$6.00 per paperback book or the replacement cost if available.

Grades 6-12: \$25.00 per item or the replacement cost if available.
 \$10.00 per paperback book or the replacement cost if available.

If the replacement cost can be determined and the item is still available in the marketplace, the replacement cost will be assessed. If the material(s) cannot be replaced and the original cost is not attainable, the flat fee as listed will be assessed.

DAMAGED LIBRARY MATERIALS

Defined: Damaged materials include those library materials which have been defaced, have been water damaged, or otherwise altered. Materials that have been damaged beyond repair/continued use will be assessed at the missing materials rate.

FEE SCHEDULE FOR DAMAGED MATERIALS

All grades: \$5.00 per damaged item.

Assessments for missing library materials are to be determined by the building library staff.

CHECKS

All checks should be made payable to the Lancaster Board of Education.

LOCKERS

Each student will be assigned a hall locker. The school will maintain a list of all locker combinations and may also possess a key to the locker. The school population may require students to share a locker with another student. **Each student is to use only his/her locker.** Placing items in another student's locker **OR** allowing another student to use your locker is a problem and will result in disciplinary consequences. A fee will be charged when a locker is broken.

It is the responsibility of each student to keep his/her locker neat and clean. Doors should not be slammed or kicked shut, since this is a distracting noise and can result in twisting, breaking, or ruining the door or lock. Students are solely responsible for the security of their own locker and the contents of the locker. As such, they are to be certain that the lockers are locked after being opened and that their combination is not shared with other students.

All materials needed for morning classes should be removed from the locker in the morning and afternoon materials removed after lunch. Students should not be at their lockers at other times during the day.

INTERROGATIONS AND SEARCHES

(Board Policy JFG)

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations. For a full version of policy JFG see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaaster-osba>
(October 24, 2017)

LOST AND FOUND

Students who find lost articles are asked to take them to the LOST AND FOUND DEPOSITORY in the principal's office as soon as possible. Lost articles which are not claimed within one month will be given to a charitable institution.

STUDENT COUNCIL

The mission of the council shall be:

1. To promote and facilitate harmonious relations between the student body, other school organizations, faculty, administration and community.
2. To provide a unified student leadership and to develop leadership skills.
3. To unify the school community.
4. To promote school spirit/pride.
5. To promote a positive image of the student body within the school and the community.
6. To convey ideas, suggestions, and concerns of the student body to the administration and the Lancaster School Board.

The Student Council is an organization through which students may express their opinions, establish and maintain good relations between administration and themselves, create a feeling of unity among all students, encourage student participation in the operation of the school, and develop leadership within the student body. These students will also help with fund raisers for Student Council and the Parent Organization.

If a student is interested and meets grade/behavior eligibility, he/she may be involved in the Student Council. It is the responsibility of members of the student body to make suggestions to their representatives concerning topics and projects promoting improvement of the school.

ELECTIONS

Elections for members of Student Council and class officers will be held in May of each year. To be eligible for candidacy, a student must complete a Nomination Form and submit it to the advisor by the predetermined deadline and attend the mandatory election meeting before campaigning. All Nomination Forms will be reviewed by the administration after the students have completed and submitted them.

Teachers and/or administration may withhold recommendation if the student has demonstrated one or more of the following:

- Poor academic record
- Poor attendance
- Poor work ethic
- Chronic and/or major violations of the Student Code of Conduct
- Ineffective/negative communication and/or interpersonal relationship skills with peers or adults
- Failure to display positive leadership characteristics required to represent the entire class and school
- Unwillingness to work constructively with others to make General Sherman a better place for all students, staff, and visitors

In addition, candidates found to vandalize or disrupt the campaign of any other candidate will be removed from the ballot, and failure to comply with the above criteria, if elected, may result in removal from office.

TRANSPORTATION

Students who ride buses are expected to ride their assigned bus unless they have a valid note from the parent authorizing other arrangements (walking, riding another bus, etc.). Students will not be granted permission for alternate arrangements without a note from the parent and approval from the office.

BUS POLICY

Bus routes will be established so that authorized bus stops are available within a reasonable walking distance from the home of every resident pupil entitled to transportation. Bus stops and route determinations are decisions of the Transportation Department (740-687-7366). Unauthorized passengers will not be transported on a school bus.

STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION

(Board Policy JFCC-R [Also EEACC-R])

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

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. not exhibit behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat and to expect reasonable conduct similar to conduct expected in a classroom);
5. reach assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
7. keep the vehicle clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the vehicle at any time (accept as required for medical reasons);
8. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
9. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
10. be courteous to fellow students and to the driver;
11. treat equipment as one would treat valuable furniture in his/her home (damage to the school vehicle is strictly forbidden);

12. not use tobacco on the vehicle or possess alcohol or drugs on the vehicle except as prescription medications may be required for a student and
13. carry on the vehicle only items that can be held in their laps

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation.

Discipline

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

Emergency Removal of Students

Immediate removal of a student from transportation is authorized when the student's presence poses a danger to persons or property or a threat to the safe operation of the school bus. An emergency removal from transportation services may be imposed by the Superintendent or other administrator. As soon as practicable, the student shall either:

1. receive verbal or written notice of an intention to suspend transportation or
2. have transportation privileges reinstated.

Suspension of Disabled Students from Transportation Services

The District will comply with all requirements of State and Federal law regarding the discipline of disabled students.

Re-Approval date: February 23, 2016

WORK PERMITS

The State of Ohio, Department of Industrial Relations, Division of Minors requires all students under 18 years of age who work either part time or full time to have a work permit.

- A. For part-time employment (student remains in school):
 1. Students who work after school and/or on weekends or as a part of their school program must have a work permit.
 - a. Application cards for work permits may be secured from the principal's office.
 - b. These cards must be completed by the appropriate agencies and returned to the principal's office with the student's birth certificate. Please allow one day for the completion of a work permit.
 2. Students in school work programs:
 - a. Students who are in Career-Technical Education Programs who need work permits must follow the directions of their instructor.
 3. STUDENTS WITH EXCESSIVE ABSENTEEISM (38 OR MORE HOURS IN A SCHOOL MONTH OR 65 HOURS IN A SCHOOL YEAR) MAY HAVE THEIR WORK PERMITS REVOKED, AND THEIR EMPLOYERS WILL BE CONTACTED.
- B. Overage Certificates
 1. A student who is over 18 and employed need not have a working certificate; however, for the convenience and protection of the employer, an Overage Certificate can be issued to the student.
 2. To secure an Overage Certificate, the student must take a birth certificate to the principal's office.
- C. Any student who engages in casual summer work (moving, cleaning, Internet) need not obtain a working certificate.

PART VIII FINANCIAL OBLIGATIONS

STUDENT FEES AND PAYMENT DEADLINES

All school fees, such as workbooks, lab fees, or other authorized school fees, are to be paid within the first two weeks of school. In the cases where school fees are incurred following the initial two weeks of school, the students will have two weeks to meet such obligations. Receipts will be given to each student by the staff member who collects such fees. Students eligible for a free lunch will not be charged school fees. (*The Technology Protection Fund charge is NOT part of the fee waiver. See Chromebook Program on page 63)

Personal checks for fee obligations will be accepted only for the exact amount owed and must be paid directly to the staff member responsible for the course or fee obligation. **Checks are to be made payable to General Sherman Junior High School or to Thomas Ewing Junior High School.**

THE FOLLOWING JUNIOR HIGH SUBJECTS REQUIRE FEES (6, 7, 8)

- Art (grades 6 & 7)
- Select Art (if offered)
- Science (grades 6, 7, 8)
- Calculator (grade 6)
- Success Planner (grades 6, 7, 8)
- Spanish 1 (grade 8 - if selected)

Student fees are board approved by August each school year. They can be found on our website under the Parents & Students Link "Student Fees Information".

DELINQUENCY IN PAYMENT OF FEES

If a student is not indigent and she/he has not paid her/his school fees within the two-week period, her/his grade card may be withheld until all school fees are paid, (Section 3313.64 Rev. Code of Ohio). Students who are financially unable to pay fees should contact the principal's office.

TEXTBOOKS

The statutes of the State of Ohio require that the Board of Education provide textbooks for students. At the beginning of the semester or school year, teachers will issue textbooks. Students are held responsible for the condition of all textbooks. In case of damages, the student will be held liable. Reasonable wear on textbooks will not be charged.

STUDENT ACCIDENT INSURANCE

Student accident insurance is offered as a service to students and parents. Application Forms can be found on our website at www.lancaster.k12.oh.us under the Parents & Students link. STUDENT INSURANCE IS OPTIONAL. NO STUDENT IS REQUIRED TO TAKE STUDENT ACCIDENT INSURANCE. For students participating in athletics or cheerleading, we require either student accident insurance or a statement from parents indicating that the student is covered by a family insurance policy. Those students who elect the insurance program are warned that there is a limited period following the date of a particular accident for the filing of a claim. Students and parents are required to read the specifications of the policy carefully prior to electing the policy. The large number of students enrolled in our school system assists us in obtaining the policy at a reasonable cost. We encourage students involved in athletics, cheerleading, band, career-technical programs, and other school-related activities to participate in the student accident insurance program.

**PART IX
EXTRACURRICULAR ACTIVITIES**

ATHLETICS

General Information:

The interscholastic athletic program consists of football, volleyball, and cross country in the fall, basketball and wrestling during the winter, and baseball, softball and track in the spring. There are cheerleading squads for football and basketball. If the numbers of students trying out is too large, the squad will be reduced to a workable size group.

One requirement necessary to become a team member is good citizenship. Good citizenship is expected and demanded of all students who represent the Lancaster City Schools in interscholastic competition or extracurricular activities. The Board of Education has recently adopted the following policies regarding Interscholastic Athletics.

INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY

(Board Policy IGDK)

The Board recognizes the value of interscholastic extracurricular activities for students in grades 7-12 as an integral part of the total school experience. Since, participation in interscholastic extracurricular activities is a privilege and not a right, students are expected to demonstrate competence in the classroom as a condition of participation. For a full version of policy IGDK see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

(November 25, 2014)

ATHLETIC DISCIPLINARY POLICY

Character building is one of the major objectives of interscholastic athletics. This can be best accomplished when the athlete assumes responsibility for regulating his/her personal life in such ways as will make him/her an efficient member of a team and a worthy representative of his/her school.

The following policy shall govern the discipline of any student from an athletic team or event for conduct unbecoming an athlete. An athlete shall be denied the privilege of participating in interscholastic athletics (practice and competition) for a period of time designated by his/her school for the use of alcoholic beverages, drugs, or tobacco in any form, profanity, acts of immorality, or any other unacceptable conduct in or out of school which makes him/her unqualified to present the ideals, principles, and standards of the school.

The athlete shall have the right to appeal any removal from participation to the building principal. The ruling of the building principal is final.

ATHLETIC STUDENT PARTICIPATION (Code of Conduct)

All school rules apply for athletics. A copy of the Athletic Code of Conduct is given to each student prior to participation. This is to be signed by the parent and returned to the coach. Extra copies of the Code are available in the Athletic Office.

The Superintendent, other district administrative personnel, or personnel employed by the district to direct, supervise, or coach a pupil activity program may prohibit a student from participating in any particular or all extra-curricular activities for such period of time as the person implementing the prohibition determines to be appropriate. Unless otherwise provided in any specific rules governing the particular extra-curricular activity, prohibition from participation in extra-curricular activities does not trigger the same notice, hearing and appeal procedures that apply to suspension, expulsion or emergency removal of students from school.

Article 1 Athlete Codes/Responsibilities/Information
Section 1 Eligibility

All athletes must meet the requirements for eligibility as set forth by the OHSAA and the Lancaster City School Board of Education. A student becomes an athlete upon participating in the first scheduled day of coaching instruction for a sport.

- A. OHSAA requirements: (By-law 4-4-1) In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent, which count toward graduation. (By-law 4-4-2) The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Exception: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.
- B. OHSAA requirements: (By-law 4-4-4) a student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in five classes during the preceding grading period in which the student was enrolled.
Age Limitation (By-law 4-2-2) If a student enrolled in grade 7 or 8 attains the age of 15 before August 1, the student shall be ineligible to participate in 7th-8th grade interscholastic athletics for the school year commencing in that calendar year.
- C. LCS requirements: A student in grades 7-8 must obtain a GPA of 1.75 in all classes taken for credit during the grading period. Waivers: Any student ruled ineligible due to GPA requirement only may apply for a one-time waiver in grades 7-8. Waivers will be approved by the building principal. Upon approval of any waiver, the student shall be immediately eligible. Waiver does not apply to the five class OHSAA rule.

Cheerleaders: Cheerleading squads are selected annually for the purpose of developing and promoting school spirit at the interscholastic athletic contests. All cheerleaders must maintain the same eligibility standards as enforced for athletes (see Athletics).

Parental Permission: Parents will be required to sign a student participation form giving their consent for the student to engage in interscholastic athletics. We will also need an Emergency Medical Form and information about insurance. **(Some form of insurance is required for participation.)** Each athlete must have a medical examination by a physician and have an OHSAA physical on file before he/she can engage in any interscholastic activity. This includes practice.

Waiver: Any student ruled ineligible due to GPA requirement only may apply for one-time waiver in grades 7-8. Waivers will be approved by the building principal. Upon approval of any waiver, the student shall be immediately eligible. Waiver does not apply to the 75% OHSAA rule.

Suspensions: If a student **receives** an out-of-school suspension, (s)he is not eligible to participate either in practice or competition. **If an athlete is serving an in-school-suspension, (s)he may participate in practice and complete in games at the discretion of the coach and/or administrator.** Athletes are subject to discipline issued by the coaches. Coaches can still enforce their own team discipline for repeated school violations. Ineligible students may also be required to participate in special study sessions in order to participate when eligible.

Team Participation: To participate on an athletic team, each athlete must meet the eligibility requirements of the O.H.S.A.A. and Lancaster City Schools. A student who becomes academically ineligible may practice with the team at the discretion of the student's coach. The student must understand that

he/she falls under all rules and regulations of a particular sport regardless of their being temporarily ineligible.

DANCES (also see Honors Dance on page 33)

School-Sponsored Dances: Students attending any school dance must observe the same rules that apply to all other school functions. All other school dances are closed; (this means only Sherman students may attend Sherman dances and only Ewing students may attend Ewing dances). Students must stay the entire time unless they are picked up early by their own parent/guardian. Students with excessive conduct violations or suspension from school may be denied the privilege of attending dances or any extracurricular events.

SUPPLEMENTAL INFORMATION

Emergency Closings (Board Policy EBCD):

The Superintendent may close the schools, dismiss students early or delay the opening of schools in the event of hazardous weather, other emergencies which threaten the safety or health of students or staff members, law enforcement emergencies or other circumstances where the Superintendent determines a closure, dismissal or delay is necessary. It is understood that the Superintendent takes such action only after consultation with transportation and other necessary authorities.

Parents, students and staff members are informed early in each school year of the method of notification in the event of emergency closings or early dismissals.

The District may choose to make up a maximum of three days via online lessons and/or blizzard bags. (May 27, 2014)

BRING YOUR OWN TECHNOLOGY PROGRAM (Board Policy EDEB)

The District recognizes the importance of technology and the educational benefits available through the use of technology. The use of portable electronic devices in the classroom can add educational value when such devices deliver content and extend, enhance, or reinforce the student learning process. Classroom teachers determine the appropriateness of in-class use of electronic devices, consistent with district instructional objectives, and with approval of the building principal.

All personal electronic devices must be used in a responsible and legal manner. Students using their own devices are subject to the District Acceptable Use Policy and guidelines, Board approved BYOT guidelines, all other Board policies and procedures, including but not limited to the student code of conduct. Failure to adhere to these guidelines may result in the revocation of the privilege to use personal electronic devices in the classroom and or/ disciplinary action as appropriate.

The following personal electronic devices are approved:

1. Laptop computers
2. Tablet PCs
3. iPads/iPods
4. E-readers
5. Smart Phones

For a full version of policy EDEB see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

(November 27, 2012)

BRING YOUR OWN TECHNOLOGY PROGRAM

Board Policy EDEB-R

The use of an approved personal electronic device is a privilege, and students may be denied access at any time. Students wishing to participate in the Bring Your Own Technology program must comply with the following guidelines and procedures.

For a full version of policy EDEB-R see Board Policy Manual:

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=lancaster-osba>

(November 27, 2012)

COMPUTER/ONLINE SERVICES

(Acceptable Use and Internet Safety)

(Board Policy EDE)

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

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

Students should be guided to appropriate websites and be monitored by staff members at all times.

Students and staff members may be permitted to use their own personal communications equipment. Staff members should be especially vigilant in monitoring student use of personal electronic communication equipment if permitted. The use of personal communications equipment must be for educational purposes only or as directed by the student handbook.

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

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

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

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school

nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors.

The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

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

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

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

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. (November 25, 2014)

**COMPUTER/ONLINE SERVICES
(ACCEPTABLE USE AND INTERNET SAFETY)
(Board Policy EDE-R)**

The District is pleased to provide our staff and students with access to interconnected computer systems within the District and to the Internet via a worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the District to continue making its computer network and Internet access available, all staff members must take responsibility for appropriate and lawful use of this access. Staff members and students must understand that one person's misuse of the network and/or Internet access may jeopardize the ability of all users to enjoy such access. Teachers and other staff members will make reasonable efforts to supervise student use of network and Internet access and develop policies that promote student cooperation in exercising and promoting responsible use of this access. Upon employment, each staff member will be assigned an email account that should be checked at least once daily. Students may also be provided with an email account and will be instructed on its use in accordance to the adopted Ohio Academic Content Standards for Technology.

The District recognizes the need to prevent students from accidentally or intentionally accessing inappropriate material via the Internet. To that end, the District has instituted the use of an Internet filter that prevents access to many sites that are known to violate the District's Acceptable Use Policy (AUP) and

Internet Safety Policy. Filters are, however, imperfect devices and are not a reliable substitute for monitoring students' activities by their teachers and/or by other staff. Students should be guided to appropriate sites being monitored by staff members since the filter may not prevent some students from reaching inappropriate material. Staff and students may be permitted to use their own personal communications equipment. Staff members should be especially vigilant in monitoring student use of personal electronic communication equipment if permitted. The use of personal communications equipment must be for educational purposes only or as directed by the student handbook.

The District recognizes the need to provide age-appropriate education about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and in cyber bullying awareness and response. The District has an adopted curriculum in place to ensure the proper education of all students in regards to Internet safety. The District will inform parents and the community of its policy JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence) and issue reports as required by policy JFCF.

Attached is the Acceptable Use and Internet Safety Policy ("Policy") of the District and the Data Acquisition Site that provides Internet access to us. Upon reviewing, signing, and returning this policy and agreement as having been directed, each staff member and student will be given access to network resources and will agree to follow the policy.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the Director of Business. If any user violates this policy and agreement, he/she access may be subject to disciplinary action.

1. Personal Responsibility

By signing this policy and agreement, you are agreeing not only to follow the rules in this policy and agreement, but are also agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy but has the effect of harming another or his/her property.

2. Term of The Permitted Use

A staff member/student who submits to the District, as directed, a properly signed policy and agreement and follows the policy to which he/she has agreed will have computer network and Internet access.

3. Acceptable Uses

A. Educational Purposes Only. The District is providing access to its computer networks and to the Internet for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the Director of Business.

B. Network Policies. All users must abide by rules of network etiquette which include:

- 1) Use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users. Illegal activities are strictly forbidden.
- 2) Do not reveal your personal home address or phone number or those of other students or colleagues.
- 3) Note that electronic mail (email) is not guaranteed to be private. Business Office has access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
- 4) Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
- 5) The network should not be used in such a way that it disrupts the use of the network by others.
- 6) All communications and information accessible via the network should be assumed to be property of the District.
- 7) Rules and regulations of online etiquette are subject to change by the administration.
- 8) The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.

- 9) The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
 - 10) Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
 - 11) Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, bullying or disparagement of others based on their race, color, national origin, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
 - 12) Copyrighted material may not be placed on the system without the author's permission.
 - 13) Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
 - 14) Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
 - 15) Users are expected to keep messages brief and use appropriate language.
 - 16) Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.
 - 17) Users shall not engage in behavior online which violates the District's policy JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence).
 - 18) Google products, G-Suite, additional Google services, and other third-party software will be provided to users for educational and business related services.
- C. Hacking and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems or to attempt to gain such unauthorized access. Any use, which violates local, State or Federal law is strictly prohibited and will be reported to the appropriate authorities.
- D. Confidentiality of Student Information. Personally identifiable information about students may not be disclosed or used in any way over the Internet without the permission of a parent or guardian, or if a student is over the age of 18, the permission of the student himself/herself. A supervisor or administrator may authorize the release of information, as defined by Ohio law, for internal administrative purposes or educational projects and activities.
4. Privacy
 Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials.
5. Warranties/Indemnification
 The District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy and agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any arising out of the user's use of its computer networks or the Internet under this policy and agreement. By signing this policy and agreement, a user is taking full responsibility for his/her use, and is agreeing to indemnify and hold the school, the District, the Data Acquisition Site that provides the computer and Internet access opportunity to the District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

6. Updates

Users may be asked from time to time to provide new or additional registration and account information or to sign a new policy and agreement; for example, to reflect developments in the law or technology.

(Re-approval date: June 26, 2018)

Lancaster City Schools Chromebook Program

Grades 6-12



Responsibilities

Parent Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will supervise my child's use of the Chromebook at home,
- I will discuss our family's values and expectations regarding the use of the Internet and email at home,
- I will supervise my child's use of the Internet and email,
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth,
- I will report to the school any problems with the Chromebook & I will not load or delete any software from the Chromebook,
- I will make sure my child recharges the Chromebook battery nightly,
- I will make sure my child brings the Chromebook to school every day,
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school,

I agree to make sure the Chromebook is returned to school when requested and upon my child's withdrawal from Lancaster City Schools.

Student Responsibilities

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Lancaster City Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state and federal laws,
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby,
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times,
- I will not load any software onto the Chromebook,
- I will not use my Chromebook with personal email accounts. Ex: Gmail, Hotmail
- I will not remove programs or files from the Chromebook,
- I will make sure I charge my Chromebook every night and bring it to school every day.
- I will not give personal information when using the Chromebook.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication,
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students,
- I will not attempt to repair the Chromebook, I will seek technical assistance from school personnel.
- I will return the Chromebook when requested and upon my withdrawal from Lancaster City Schools.

Chromebook Loan Agreement

One Chromebook, charger and case (Grades 6-8) are being lent to the Student and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the Property of Lancaster City Schools and is herewith lent to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their privilege to use the Chromebook. The equipment will be returned when requested by Lancaster City Schools, or sooner, if the student withdraws from Lancaster City Schools prior to the end of the school year.

The District Property may be used by the Student only for noncommercial purposes, in accordance with District's policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes.

Student may not install or use any software other than software owned or approved by the District and made available to the Student in accordance with this Receipt and Agreement.

One user with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete access, or modify other users' accounts on the Chromebook or on any school owned computer. The Lancaster City Schools network is provided for the academic use of all students

and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the Chromebook. These labels are not to be removed or modified. If they become damaged or missing contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.

An email account will be available for each student to use for appropriate academic communication with other students and staff members only. This email account is for communication within the school district or for educational purposes only.

Student agrees to use best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student's possession.

The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition repair upon request by Lancaster City Schools.

The district reserves the right to perform maintenance on its computer network at any time which may cause a disruption to the network from home. The district will stay within the window of time between 11:00 PM on Thursdays and finish by 7:00 AM Fridays

Chromebook Program Form

Lancaster City School District
345 E. Mulberry St.
Lancaster, Ohio 43130

Please check to confirm that you received each of the following on the date of distribution.

- 1 Chromebook
- 1 AC Power Adapter
- 1 Carrying Case Junior High Only

Technology Protection Fund

Premium Cost: \$20 per school year; non-refundable

Covered Repairs:

All listed repairs and replacement charges are covered under this fund for the first repair/replacement of each item listed.

Non-covered Repairs:

All subsequent repairs and replacement charges are not covered under this fund and will be charged to the student.

Repair/Replacement Charges:

- Screen (\$28.00)
- Keyboard Tray (\$16.00)
- Chromebook (\$217.00)
- Case (JH Only) (\$21.50)
- Headphone Jack (\$10.00)
- Charging Jack (\$5.00)
- Battery (\$30.00)
- Touchpad (\$24.00)
- Power Cable (\$11.00)
- Hinge Covers (\$2.00 per piece)

It is understood that:

- Participation is voluntary.
- In the event that a Chromebook is stolen, you must file a police report and provide a copy to the building principal before a replacement device will be issued.
- Students must return their Chromebooks at the end of the school year or upon withdrawal, or they will be assessed a charge of \$217.00 for the cost of the device plus the cost of the case if provided (Grades 6 -8)

Coverage under the *Technology Protection Fund* begins on the date the parent signs the Handbook Agreement and expires on the date the Chromebook is required to be returned to the school in good working order.

All students are automatically enrolled in the *Technology Protection Fund* unless they have completed the Opt-Out Form, which is located in the Parent-Student Handbook or the school office.

Student Agreement

- I have read the Lancaster Chromebook Loan Agreement and the Parent and Student Responsibilities.
- I have read the Lancaster Acceptable Use and Internet Safety Policy, and agree to comply with it at all times, including when I am not at school.
- I understand that I may lose my Chromebook privileges as a result of my inappropriate behavior, and may be financially responsible for intentional damage or avoidable loss of any district Chromebook.

Parent Agreement

- I understand the procedures and requirements to which my student must comply, including the Lancaster Acceptable Use and Internet Safety Policy.
- I accept responsibility for any monetary charges resulting from damage or neglect of my student's Chromebook.
- I understand that my student may lose his/her Chromebook privileges and/or incur charges as a result of inappropriate behavior, damage, neglect, or loss to any district Chromebook.
- I understand that if charges or other financial obligations to the school are not paid at the end of the student's last school year with LCS grades and credits of students may be withheld.

Technology Protection Fund Opt-Out Form

The Technology Protection Fund has a premium of \$20.00 (non-refundable) per school year that is automatically assessed to your student's account. However, participation is voluntary and you do have the option to opt-out if you decide the program is not needed for you and your child's protection against damage and loss of the loaned Chromebook equipment in your care.

This form must be signed and returned to your child's school in order to opt-out of the Technology Protection Fund.

**If you agree to the Technology Protection Fund terms and premium then you do not need to return this form and no further action is required.*

Coverage and Benefit

The technology protection fund agreement covers all listed repairs and replacement charges for the **first** repair/replacement of each item listed.

The coverage is 24 hours per day.

All **subsequent** repairs and replacement charges are not covered under this fund and will be charged to the student.

Chromebook Replacement Costs

- Screen (\$28.00)
- Keyboard Tray (\$16.00)
- Chromebook (\$217.00)
- Case (JH Only) (\$21.50)
- Headphone Jack (\$10.00)
- Charging Jack (\$5.00)
- Battery (\$30.00)
- Touchpad (\$24.00)
- Power Cable (\$11.00)
- Hinge Covers (\$2.00 per piece)

Name of Student

Address

Grade

Home Phone

NO, I decline service at this time, and understand I am responsible for 100% of any damage or loss to the loaned Chromebook whether the damage occurred at school or outside of school.

Parent/Guardian Signature

Date