



# 2018-2019 Student Handbook

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**Matt Gallatin**  
Principal

**Holly Griffin**  
Assistant Principal

**Janet McClaskey**  
Athletic Director

**Tom Duplinsky**  
School Counselor

**Denise George**  
Administrative Assistant

**Lynette Emmert**  
Administrative Assistant

# 2018-2019 LUHS Bell Schedule

1st	7:50 - 8:35	45
2nd	8:39 - 9:24	45
3rd	9:28 - 10:13	45
4th	10:17 - 11:02	45
5th	11:06 - 11:51	45
A Lunch	11:06 - 11:38	32
6th	11:41 - 12:26	45
B Lunch	11:54 - 12:26	32
7th (Lion)	12:30 - 1:11	41
8th	1:15 - 2:00	45
9th	2:04 - 2:49	45

**Liberty Union High School**  
**Fight Song**  
**"Across the Field"**

**Fight the team across the field  
Show them that LU is here,  
Set the earth reverberating  
With a mighty cheer, GO LU!  
Hit them hard and see how they fall,  
Never let that team get the ball,  
Hail, hail, the gang's all here,  
So we're in for a fight time now.**

**Liberty Union High School**  
**Alma Mater**

**Furrowed by canal waters,  
Known for her mills,  
Lies our dear old L.U. high school,  
Fair her vision thrills!  
Lift the chorus, speed it onward,  
Praise her loyally,  
Hail to thee our L.U. high school,  
Hail, all hail to thee!**

## STUDENT RIGHTS AND RESPONSIBILITIES

The Liberty Union-Thurston Local Board of Education, in compliance with state law, provides for the education of all school age residents in the district. The school shall abide by all legal rights guaranteed to the students.

Each student has a right to all educational resources necessary to operate an instructional and extracurricular program. Students in the school have the responsibility to act in such a way as not to interfere with the rights of others. By accepting the right to participate in school programs on or off school property, the student shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs.

The administrators assume responsibility for establishing and enforcing procedures necessary to ensure that student rights are preserved and the accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming their responsibilities.

It is the intent of the faculty, staff, and administration of the high school that a proper environment for learning exists within the building at all times. To ensure such an environment we must look to the largest group of individuals that inhabit the building, you the students. Each and every student is expected to assume responsibility for his/her actions and strive to adhere to the necessary rules and regulations established by the faculty, staff, and administration.

Each classroom teacher will establish the rules for his/her classroom. The rules will naturally vary somewhat from teacher to teacher. However, the classroom rules will be established to insure an atmosphere suitable for learning. In addition, a school code of conduct has been written to provide a basis for the consistent handling of disciplinary matters within the jurisdiction of the school. To help in making you a good school citizen some general guidelines are listed below:

1. Arrive at school on time (tardies to school count against your attendance).
2. Be in class on time (tardies to class will cost you a detention).
3. Assume the responsibility for your materials and supplies for class.
4. Complete all assignments and homework and hand them in on time.
5. Make up your work promptly after an absence. See your teacher immediately upon your return to school. Incompletes = no credit.
6. If you are having trouble understanding something ask your teacher for help. You can also seek the help of the guidance counselor or administrator.
7. Respect the rights and property of others and the school.
8. Take pride in your personal appearance.
9. Items of personal property and class work should be labeled with your name and kept in your locker until needed. Bring a lock for the boys/girls locker room lockers when using one for gym class. Keep your personal locker locked at all times.
10. Do not be in the hallways during class time without an approved hall pass from a teacher.
11. Be sure to fill out the appropriate forms and turn them into the office prior to your absence. Failure to do this may result in an **unexcused absence**.

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## Section One: Academics



### **ADVANCED PLACEMENT (AP)**

AP courses adhere to the rigorous national curriculum established by the College Board. They are designed to simulate the content and skills of a first-year college course. Students will take a National AP Exam in May, and those students who score highly enough have the potential to earn credit, advanced placement, or both in most 4-year colleges.

### **CAREER / TECHNICAL CENTERS: EASTLAND AND FAIRFIELD**

The Career Technical Center is for students in the 11<sup>th</sup> and 12<sup>th</sup> grades who have interest and ability to profit from courses designed to acquaint students with specific careers or vocations. The Career Technical Center prepares students for employment in industry, business, and service sectors of the economy. Students wishing to attend the CTC should complete the following credits during their 9<sup>th</sup> and 10<sup>th</sup> grade years at Liberty Union:

English (2), Mathematics (2), Science (2), Social Studies (2)  
Informational Tech (0.5), Health (0.5), Physical Education (0.5), Elective (1.5)

### **COLLEGE CREDIT PLUS (CCP)**

College Credit Plus is a program that gives high school students an opportunity to be enrolled in both high school and college coursework at the same time. College Credit Plus replaces Ohio's Post-Secondary Enrollment Options program (PSEO) and all dual enrollment programs. Students must meet the admission requirements set forth by the university. Students eligible for College Credit Plus must be academically ready for college level courses and be willing to follow the procedures outlined by the university while still in high school. Per HB 487, College Credit Plus courses must receive the equivalent weight as any weighted course within a given content area. A student's letter grade earned through a university will be issued on his/her Liberty Union transcript. The Liberty Union weight for that letter grade will be factored into the student's GPA. Credits earned through College Credit Plus are transferable to many public and private institutions in Ohio and out of state. Two websites are available to help students fully understand what courses will transfer: [www.transfer.org](http://www.transfer.org) or [www.ohiomeanssuccess.gov](http://www.ohiomeanssuccess.gov). Further information about College Credit Plus will appear on our district and high school websites. Parents and students are encouraged to speak with the school counselor for more information.

## **DIPLOMA WITH HONORS**

The criteria established by the State Board of Education to receive an Honors Diploma are as follows. A student must meet seven (7) of the following eight (8) requirements:

1. Four units of English.
2. Four units of Mathematics including Algebra I, Algebra II, and Geometry, and another higher level course.
3. Four units of Science including Physics and Chemistry.
4. Four units of Social Studies.
5. Three units of foreign language including at least 2 units in each language studied.
6. One unit of Fine Arts.
7. A 3.5 grade point average on a 4.0 scale up to the last grading period of the senior year.
8. A composite score of 27 on the ACT or a combined score of 1210 on the SAT. Writing sections of either standardized test should not be included in the calculation of this score.

## **EXAMS**

Each teacher is required to administer examinations throughout the year. These exams are comprehensive, which means that they will cover all work covered until their administration. Examinations of this type are excellent tools for determining the degree of knowledge obtained from a course. They also provide excellent preparation for the type of examinations encountered in higher education. **All students are required to take these examinations unless an approved exemption has been made by an administrator.**

## **GRADING PROCEDURES**

**Grade Reports** are issued to all students, who do not have outstanding obligations, at interims and the end of each nine-week grading period.

<b><u>Grading Scale</u></b>					
93-100	A	80-82	B-	67-69	D+
90-92	A-	77-79	C+	60-66	D
87-89	B+	73-76	C	0-59	F
83-86	B	70-72	C-		

**Percentages will be recorded on grade cards.** For example: An **A** will show up as a percentage such as **96%**. This percentage grade will allow the student and the parent to know specifically what range the grade falls in. Percentages will be averaged to obtain a final percentage grade. This becomes very important for the student to understand because a low percentage will significantly bring the total percentage grade down.

**\*Note: An assignment that is not turned in could mean an incomplete and no class credit.**



## **GRADING PROCEDURES (Continued)**

### **Semester and Final Grade Average**

Each nine weeks grade will count twice and each semester exam grade will count once to determine the semester average and the final average. The semester and final exams grades will be worth 1/5th of the total average.

## **GRADUATION – COMMENCEMENT**

At the end of the school year, graduating seniors are invited to attend a commencement ceremony to celebrate the completion of the state of Ohio's requirements to receive a high school diploma. Although, it is our hope that all seniors attend, some may be prohibited from participating due to conduct code violations up to the last minute prior to commencement. Students who have outstanding obligations or debts for not returning money and/or merchandise received for a fund raising project either from their senior year or accumulative from their freshman year may be denied participation in the graduation ceremony. There is no constitutional right to attend graduation exercises or any other extracurricular activity. A student is to attend commencement practice in order to participate in the graduation ceremony.

\*\*All Graduation Requirements (credits earned, passing of state tests, etc.) must be completed prior to commencement practice, in order for a student to participate in the ceremony.

## **GRADUATION REQUIREMENTS**

The Liberty Union – Thurston Local School District has established the following as the minimum requirements to be awarded a diploma:

### **Required courses:**

English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
Fine Arts	1 credit
Physical Ed.	0.5 credit
Health	0.5 credit
Electives	6.0 credits
Total Credits Required	(22)



## Earning an Ohio High School Diploma Graduation Requirements

*There is no one-size-fits-all way to graduate. Ohio gives you several pathways to qualify for a high school diploma. Choose the way that works best for you!*

To earn a high school diploma in Ohio, you must complete the courses shown below and then choose a pathway on the right to show that you are ready for college or a job. Here's what you need to do to graduate. Your school counselor will give you more details.

### Complete Courses

Take and earn a state minimum of 20 credits in specific subjects.

English language arts	4 credits
Health	1/2 credit
Mathematics	4 credits
Physical education	1/2 credit
Science	3 credits
Social studies	3 credits
Electives	5 credits

### Other Requirements

You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts. Your district may require more than 20 credits to graduate.

### Show That You Are Ready

Use at least one pathway to show that you are ready for college or a job.

#### Ohio's State Tests

Earn at least 18 points on seven end-of-course state tests. End-of-course tests are:

Algebra I or Integrated Math I	English I
Geometry or Integrated Math II	English II
American Government	Biology
American History	

Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English and six points across science and social studies. Your school and district receive grades on the Ohio School Report Cards for all students' scores and participation on state tests.

*and*

#### Industry credential and workforce readiness

Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn the required score on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.

#### College and career readiness tests

Earn remediation-free scores in mathematics and English language arts on either the ACT or SAT.

The Ohio Department of Higher Education works with Ohio's universities to set the remediation-free scores for the ACT and SAT tests. Periodically, for a variety of reasons, these scores may be adjusted. For all high school juniors, the remediation-free scores set by Feb. 1 of their junior year will be used to meet their graduation requirement. The most up-to-date information regarding remediation-free scores can be found on the Department's graduation requirements webpage.

More information about graduation pathways is at [education.ohio.gov](http://education.ohio.gov), search graduation requirements. Then, talk to your school counselor.

August 2017



## National ACT/SAT Information for 2018-2019

National ACT Test Date

Registration Deadline

September 8, 2018  
October 27, 2018  
December 8, 2018  
February 9, 2019  
April 13, 2019  
June 8, 2019  
July 13, 2018

August 3, 2018  
September 21, 2018  
November 2, 2018  
January 4, 2019  
March 8, 2019  
May 3, 2019  
June 14, 2019

National SAT Test Date

August 25, 2018  
October 6, 2018  
November 3, 2018  
December 1, 2018  
March 9, 2019  
May 4, 2019

Registration Deadline

July 27, 2018  
September 7, 2018  
October 5, 2018  
November 2, 2018  
February 8, 2019  
April 5, 2019

**NATIONAL HONOR SOCIETY MEMBERSHIP**

Membership: Selection for the membership is based upon scholarship, leadership, character, and service.

Scholarship: In order to qualify for consideration by the National Honor Society Faculty Selection Council for membership, juniors and seniors must have a cumulative grade point average of 3.50 in academic subjects through the first semester of their junior/senior year respectively.

Leadership, Character, and Service: After qualifying scholastically, the candidate is rated by the teachers, counselors, and sponsors of school activities. Students must demonstrate outstanding leadership in class and activities outside of class. Their character should be impeccable and include no cases of academic dishonesty. After these teachers rate the candidate, according to leadership and character, the National Honor Society Faculty Selection Council determines his/her election to membership. The National Honor Society Advisor(s) works with the selection committee, but is not a voting member. Students selected will be inducted at a ceremony open to the public.

Selection to the National Honor Society is strictly a faculty honor. Reasons for non-selection will not be given to students or parents. Selection to membership is a privilege, not a right. The decision of the faculty selection committee is final and not subject to any form of appeal. Unsuccessful junior candidates will be reconsidered during their senior year. A student may be dismissed from the National Honor Society if he/she does not maintain the standards by which he/she was selected or if he/she does not fulfill all obligations to the National Honor Society.

**Valedictorian Policy**

Beginning with the Graduating Class of 2018, the selection of Valedictorian(s) and

Salutatorian(s) will be determined at the conclusion of the last grading period of the twelfth grade. The student who achieves the highest grade point average on the specified coursework will be selected as Valedictorian. The student who achieves the second highest grade point average will be selected as Salutatorian. After Valedictorian and Salutatorian, Academic Honors Awards will be given for students achieving grade point averages of 3.30 or higher. Valedictorian and Salutatorian Minimum Required Coursework for Class of 2018

- 4 Units of English/Language Arts
- 4 Units of Math, including Algebra 1, Algebra 2, and Geometry
- 4 Units of Science
- 4 Units of Social Studies
- 3 Units of one or 2 Units of two Foreign Languages
- 5 Units of Electives which must include 1 Unit of Career Tech Education and 1 Unit of Fine Arts
  - High school level courses completed in middle school for high school credit can be used to meet the coursework minimum requirements

### **WITHDRAWAL AND TRANSFER FROM SCHOOL**

Any student withdrawing from Liberty Union High School shall report to the school counselor as soon as such withdrawal or transfer plans are known. The parent/guardian must come to school to sign an authorization to transfer records. A withdrawal sheet will be issued to be checked and signed by each teacher, technology department and the librarian as the student returns all school property. This will include returning textbooks, library books, computer, paying school fines, fees, dues, or any other debts owed to the school. The student is asked to clean out his/her locker before leaving. When this sheet is completed please return it to the high school counselor. An administrator will sign a completed form after the student meets all obligations. The Liberty Union-Thurston School District reserves the right to hold all records from transfer until any debts and obligations owed by the transferring student have been paid, completed or resolved.

## Section Two: Policies and Guidelines



## **ABSENCES FROM SCHOOL**

It is the responsibility of the student and the parent(s)/ guardian(s) to see that the student has regular daily attendance for the entire school year. Punctuality is also very important. These values of attendance and punctuality will remain with the student for life. These values can mean the difference of achieving or not achieving success in life. Therefore, we place a strong commitment to assessing the responsibility of attendance and punctuality for each and every student each day of the school year.

If a student must miss school for an illness or any reason, **the parent(s)/guardian(s) shall call the school between 7:00 am and 8:30 am** to make the authorized school official aware of the absence. In the event this call is not made by a parent(s)/guardian(s), a call will be placed to the parent(s)/guardian(s) at home or work to verify the student's absence.

Upon returning to school after an absence, the student is required to have a written note / email from his/her parent(s)/guardian(s) stating the dates of the absences and reason for the absences, or the absence will be coded as ***unexcused***. **65 hours of absences, only doctor or legal excuses will be accepted to verify excused absences.** Students will bring their excuses to the office when returning to school.

If the absence is justified, the student will be excused and will be allowed to make up any missed assignments, homework, or tests. If the absence is not excused, all missed assignments, tests and grades may receive a "0" for the day. After **65 hours of absences, only doctor or legal excuses** will permit students to obtain make-up work. **An incomplete could mean NO credit for the class.** Any discrepancies in the above rule will be decided by the high school principal.

**EIGHTEEN YEAR OLD STUDENTS** are required to follow the same procedures as all the other students of Liberty Union High School.

## **ATTENDANCE POLICY**

Ohio Revised Code Section 3321.04, Compulsory Attendance Law States: **Every parent of any child of compulsory age (between 6 years and 18 years of age)** who is not employed under an age and schooling certificate must send such child to a school or a special education program that conforms to the minimum standards prescribed by the State Board of Education.

The child must attend for the full time the school or program is in session. The primary responsibility for school attendance rests with the student and then with the parents/guardians. The parent/guardian is responsible for permitting only excusable absences as identified by the State Department of Education and the Liberty Union-Thurston Local School District.

If a student is absent from school, a parent or guardian must notify the office to inform the school of their student's absence. Without this notification, Ohio law requires that the school contact parents by phone to inform them of the student's absence.

Students shall arrive at school and be in the classroom for each of their assigned classes at the properly scheduled time. A student will be considered habitually truant if the student is absent without a legitimate excuse

- for thirty (30) or more consecutive hours.
- for forty-two (42) or more hours in one (1) school month.
- for seventy-two (72) or more hours in one (1) school year.

When a student is habitually truant, the district will convene an Absence Intervention Team, to which the student's parent/guardian will be invited. The team will develop an Absence Intervention Plan to improve the student's attendance. If the student fails to make progress on the plan, the district and/or truancy officer will report the student to juvenile court (ORC 3321.9).

To prevent students from becoming habitually truant, the school will notify a student's parent/guardian whenever a student is absent with or without a legitimate excuse

- for thirty-eight (38) or more hours in one (1) school month or
- sixty-five (65) or more hours in one (1) school year.

### **COLLEGE VISITATION**

It is the district's policy to permit juniors and seniors planning to go on to college to have leave from normal school classes in order to visit colleges they anticipate attending. Arrangements for such visitations must be made well in advance to ensure that permission is granted for an excused absence. The following procedure must be completed prior to permission being granted:

1. Seniors have no more than three (3) college visitation days.
2. Juniors have no more than two (2) college visitation days.
3. The student will complete the form and return it to the high school secretary prior to the absence from school. A completed form consists of teacher, parent, and counselor signatures. The administrator will offer final approval once the form is submitted.
4. Upon returning to school, a student must provide written verification of their visit from the college admissions office.

### **EXCUSED ABSENCES**

In the event of any absence, please contact the high school secretary/attendance line to report your student's absence. **A note, email, or phone call from the parent(s)/guardian(s) is required.** The following reasons for excused absences in the State of Ohio pursuant to 3317.031 ORC have been adopted.

1. Personal Illness – a doctor's excuse is required after 65 hours absent.
2. Illness in the family – a doctor's excuse is required after 65 hours absent. This does not apply to children under 14 years of age.
3. Quarantine of the home – the absence is limited to the length of the quarantine which must be certified by a state health official.
4. Death of a relative – limited to a period of three days unless a reasonable cause may be shown for a longer absence.
5. Medical / Dental Appointment- May require a professional's note
6. Observance of religious holidays – an excused absence will be granted if the observance of a holiday is consistent with a child's creed or belief.
7. Emergency set of circumstances which in the judgment of the superintendent or his designee constitute a good and sufficient cause for absence from school.

### **EXTRA-CURRICULAR PARTICIPATION/ATTENDANCE AND ATHLETIC ELIGIBILITY**

Unexcused tardies, unexcused absences, or a pattern of excessive absences from school on the day of OR the next school day after a meeting or contest may eliminate the student from participation in the next activity. The absence may be excused for medical appointments or other extenuating circumstances. The principal is the only person permitted to approve an absence or tardy for extenuating circumstances.

### **UNEXCUSED ABSENCES**

**Unexcused absences include but are not limited to hair appointments, shopping, oversleeping, missing the bus, car problems, working, babysitting, senior pictures, tanning appointment, and taking care of animals.**

### **MAKE UP WORK**

1. Each student who is absent from school is responsible for arranging make up work with his/her teacher.
2. If the student is going to be absent, the parent(s)/guardian(s) may call the high school office to make arrangements to pick up homework for the student.
3. The deadline for make-up work will be one day for each day of class missed. Any make up work not done in time allowed will be given a **zero (0) or an incomplete**.

### **TARDY TO SCHOOL / SIGNING IN TO SCHOOL**

1. When signing in between 7:50 am and 9:28 am, without a note from a professional (doctor, legal, etc.), a student will be considered **tardy** to school and unexcused for those classes that he/she has missed. Credit may not be given for the work missed due to tardiness.

Tardies 1-3 (Warning)

Tardy 4 (Detention)

Tardy 5 (2 Detentions)

Tardy 6 (Wednesday School)

Tardy 7+ (Administrative Discretion)

Administrative Discretion can include (but not limited to) a parent meeting, In-School Isolation, loss of school privileges, social probation, etc.

### **FIELD TRIPS**

Permission slips must be filled out **FIVE DAYS** in advance. Students will not be permitted to attend field trips if they are **failing any classes**, have had significant **behavioral issues**, or if they **are below a 94% current attendance rate**, unless it is deemed necessary by the administration. If approved, the student is excused from the regular school day without being charged with an absence.

### **SIGNING OUT OF SCHOOL**

1. A note, email, or phone call from the student's parent(s)/guardian(s) must be brought to the high school secretary in order for the student to sign out early. After 65 hours of unexcused absences, only doctor or legal excuses will be accepted.  
**\*\*Any time that students sign out sick they must get permission from an administrator, nurse or high school secretary. Students must contact a parent/guardian before permission will be granted to leave the school.**
2. Anytime a student needs to leave school and return, the student's time out (in minutes



- or hours) will be counted towards his or her attendance.
3. Students will be excused from school for only the time specified on the excuse. For example, students who have doctors' appointment for regular visits, like orthodontic appointments, follow-up appointments or legal issues, will be excused for the time it takes for the appointment and travel time. Failure to report back to school after these appointments will result in unexcused time. Regularly scheduled appointments need to be scheduled outside of the school day and will not be considered an extenuating circumstance.

### **VACATIONS**

Requests for a leave of absence due to a family vacation are to be made **five days** prior to the departure from school. This will allow teachers time to put together the work that will be covered while the student is on vacation. A written note from the parent(s)/ guardian(s) requesting the leave of absence is required. **Vacation time will count toward the student's' total number of hours absent for the year; therefore, vacation time should not exceed more than five days.** The student going on vacation must fill out a vacation form. The student will obtain the teacher's signature for each class verifying that he/she is aware of the student's leave request. The form may be obtained from the office and returned to the office secretary upon completion. The student who takes a leave of absence for vacation must collect all schoolwork from each teacher before departure. This will include the possibility of taking an exam before departure. **A student must have completed all assignments upon returning to school after the vacation.** If the above regulations are not followed the student may be considered **unexcused** for the duration of the leave of absence.

## Section Three: General Information



### **ADMINISTRATION OF ORAL MEDICATION**

Students are **not** permitted to possess prescription or non-prescription medication while they

are on the school grounds with the exception of Epi-pen or inhalers as permitted in O.R.C. Students who carry Epipens or inhalers must have written approval to do so from the prescriber on file with the school nurse. State law requires a back-up Epi-pen and it is recommended that students have a back-up inhaler (Board Policy JHCD-R). If it is necessary to dispense medication during the school day, a prescription medication administration form must be completed. A non-prescription medication administration form must be completed for over-the-counter medications.

### **CLUBS AND ORGANIZATIONS**

Yearbook	Knowledge Bowl	Teen Institute	Band
Model UN	LEO Club	Symphonic Choir	CBI
Interact Club	Prom Committee	Language Club	FCA
Student Council	National Honor Society	Chorale	FCCLA

### **SPORTS**

Golf	Soccer	Cross Country	Volleyball
Football	Cheerleading	Basketball	Swimming
Wrestling	Softball	Baseball	Track

### **CLOSED LUNCH PERIOD**

Students may **not** leave the school grounds during the school day to get any type of food/beverage. Students are to eat the lunch provided by the school or bring their lunch from home. Students are **not** permitted to order lunch and have it delivered to the High School or have others bring in lunch from a restaurant.

### **ELEVATOR KEYS**

An administrator may issue students, who become injured during the school year and are unable to climb stairs, an elevator key. A deposit of \$5.00 will be charged for each key.

### **FIRE / TORNADO / EMERGENCY DRILLS**

The high school administration will develop and share with students and staff an evacuation plan for various emergencies that may arise. Students will practice the fire and tornado drills, as well as lockdown procedures throughout the year. Students are expected to become familiar with each drill and observe the procedures developed. Fire emergency exit procedures and tornado safety procedures are posted in each classroom.

### **SCHOOL SECURITY:**

**Before school** no student will be allowed in the high school building before 7:00 a.m. except for any student with special permission from an authorized staff member. Students should enter the high school building upon arrival to school and not loiter in the student parking lot or in front of the building. Students will go to the cafeteria and be seated until the 7:45 a.m. bell sounds. After this bell, all students may go to their lockers and prepare for the day.

## **SCHOOL VISITATION**

State law requires that any person visiting the school should report directly to the main office and sign in and inform the principal and his/her designee that you are in the building. All visitors will be issued a pass. **Students are not permitted to bring visitors to school.** The intent of this rule is to avoid any disruption of the educational process.

## **STUDENT PARKING**

**Student Drivers:** Due to the lack of space in the student parking lots, parking permits will be issued to seniors and juniors first. Depending on availability, sophomores will be issued permits on a first come first serve basis. Any underclassman that has a valid driver's license and is driving to school will have to find parking elsewhere. **Students cannot park in the teacher's parking lot.** Any student who is using the student parking lot or is issued a special pass must register their vehicle with an administrator and pay a fee for parking. This fee will be determined before the beginning of school each year. The permit issued must be displayed in the driver's car while on school grounds. **Any car without a sticker may be assigned a Wednesday school for insubordination for the 1st offense. Students will not loiter in the parking lot. Further violations of this rule may result in the student being denied the privilege of parking on school grounds.**

## Section Four: Student Code of Conduct



## **DETENTION**

1. Detention time will be served from 3:00 to 3:40 p.m.
2. Students will be given a 48-hour notice for the assignment of detention.
3. No alternative arrangements will be made to avoid work and/or athletic conflicts.

## **WEDNESDAY SCHOOL**

The purpose of Wednesday School is to enable a student to serve extra time outside the regular school day to either meet some disciplinary requirement or to make up some school time that has been missed or unexcused. Wednesday Schools will be assigned on an as needed basis. Students may **not** select the Wednesday they wish to serve. Wednesday School will be served on the next available Wednesday. Wednesday School will be served on Wednesday after school from **3:00 p.m. until 5:00 p.m.**

1. A 48-hour notice will be provided for all Wednesday School assignments. This will allow students time to re-arrange their schedules so that Wednesday Schools can be served on the assigned date.
2. It will begin promptly at 3:00 p.m. on Wednesday. Each session will last for two hours. Students may **not** be late in reporting. Students who are late will not be allowed to serve this assignment and will be counted as absent.
3. Students who miss an assigned Wednesday School will be assigned **further discipline.**
4. Students will bring work to Wednesday School. There will be no food or drink allowed in Wednesday school. Students will have one break to use the restroom; phones are off limits. Sleeping and talking will not be tolerated. No radios, cards, or other recreational articles will be permitted in Wednesday school.
5. Parents are responsible for transporting the student to and from Wednesday school.

Failure to comply with Wednesday School rules may result in additional disciplinary action at the discretion of an administrator and/or recommendation of the Wednesday School supervisor.

**\*\*If at the end of the year a student commits an offense that warrants a Wednesday School and there are no more Wednesdays left in the school year, the student will be expected to serve the time at the conclusion of the school year. This scenario could happen either by having accumulated so many Wednesday Schools ahead that there are no more available Wednesdays left or it is the last week of school and there are no Wednesdays left to schedule. If this time is not completed by the end of the school year, as designated by an administrator, the student may be suspended.**

## **IN-SCHOOL INTERVENTION**

In-School Intervention (ISI) is a disciplinary alternative to out-of-school suspension. Any assignments given while a student is serving an ISI can be made up. In-School Intervention may be assigned at the discretion of the administrator.

### **Rules/Guidelines:**

1. Students serving ISI will report to the designated ISI room between 7:45-7:50 a.m.
2. Students will report to ISI prior to the 7:50 tardy bell. If students are late they will be given a tardy to school and be required to sign into the office.
3. While serving ISI students will **not** be permitted to sleep.
4. Students will be required to eat their lunch a separate room, not the general lunch room.
5. Students will **not** be permitted to eat and/or drink during any other time while serving ISI.
6. Visitors during ISI will **not** be permitted.
7. Students who normally leave school early due to prior arrangements will be given ISI for the duration of their normal day.
8. Early dismissals for any other reason will **not** be permitted. These appointments need to be arranged at other convenient times.
9. If a student is absent from school on a day he/she was to serve an ISI, they will report to the office the following day to serve their suspension.
10. During ISI there will be **no** talking unless permitted by the teacher in an effort to assist learning.
11. Students who leave ISI without permission or who are sent home for insubordination will serve their ISI, plus additional penalties as assigned by the administration.
12. Students are encouraged to bring appropriate reading material to utilize if all school assignments are finished and handed in to the suspension monitor.
13. ISI will count as a class absence. Students serving ISI will **not** be permitted to participate in extracurricular activities for the duration of the suspension.

## **SUSPENSION**

This is the removal of a student from school for a specific period of time ranging from one to ten school days. The principal or the superintendent in accordance with section 3313.66 of the Ohio Revised Code can administer suspension. **Senate Bill 1** extends the jurisdiction of schools to activities that takes place off of school grounds and/or are directed at a school district employee, his/her family, and/or the employees' property. Suspension may occur only

after due process has been followed. Suspension may occur with "**reasonable suspicion**" on the part of the principal or superintendent. When a suspendable infraction of the school code of conduct has occurred, the principal shall follow the due process steps:

1. The student will be presented with a **NOTICE OF INTENDED SUSPENSION** form. The notice will include: the name of the student, date, date of the offense, reason for intended suspension, duration of the suspension, opportunity for an informal hearing, and the release of notice to parent(s)/guardian(s) of an eighteen year old.
2. The student will be granted an informal hearing. The hearing will include the following: notification as to what the student is being accused of and the basis for such accusation, permission to explain his/her version of the incident, other witnesses will be permitted to explain the incident as they see it (Other witnesses may be used at the discretion of the Principal). \*\*This hearing may occur immediately following the violation.
3. A copy of the Intent to Suspend form will be given to the student and a copy will be sent to the parent(s)/ guardian(s) of the student being disciplined. A copy will also be sent to the Superintendent of schools, to the clerk of the Board of Education, and a copy will be put in the student's file
4. During an out of school suspension, the student may or may not be allowed to make up any school assignments, quizzes, tests or projects. The school infraction and past discipline history will be considered when determining the opportunity to receive credit for school work during an out of school suspension.
5. \*\*If a student's presence in school poses a continuing danger or the student's presence is disrupting the academic process taking place on school premises, the student may be emergency removed.
6. The parent(s)/guardian(s) and the clerk of the Board of Education will be notified within twenty-four hours of the hearing whether the suspension will be put into effect. The notice will state the reason for the suspension, the dates of the suspension, the date of return to school, and the conditions of the suspension.
7. Suspended students are not to be on school property, or in attendance at a school function, or any athletic contest, home or away, during the period of the suspension. A student who violates the conditions of the suspension will be subject to additional suspension days or may be recommended to the superintendent for expulsion.
8. An appeal of a suspension can be made to the superintendent or his designee. The appeal must be in writing and must be submitted within forty-eight hours after the notification of suspension. The appeal must contain the challenge to the reason(s) for the intended suspension and an explanation of the student's actions. The suspension will be in effect even if the appeal has not been heard.

## **EXPULSION**

This is the most severe discipline for any student. When a student is expelled they receive no credit. Removal of a student by expulsion requires a more formal procedure of due process.

1. Only the superintendent may expel a student from school.
2. No student shall be expelled unless prior to the expulsion the superintendent:

- a. Gives the student and his parent(s)/guardian(s) written notice of the intent to expel.
- b. Provides the student and his/her parent(s)/guardian(s) an opportunity to appear in person before the superintendent or his designee to challenge the reason(s) for the intended expulsion or otherwise to explain the student's actions.
3. Notice will include the following:
  - a. reason(s) for the intended expulsion
  - b. notification for the opportunity of the student or his/her parent(s)/guardian(s) to appear before the superintendent or his designee to explain the student's actions or to challenge the reason(s) for the expulsion
  - c. the time and place to appear for the hearing
4. The time for the hearing shall not be earlier than three days nor later than five days after the notice of intended expulsion is given.
5. If the superintendent grants an extension of time at the request of the student and his/her parent(s)/guardian(s), the superintendent shall notify the student and his/her parent(s)/guardian(s) of the new place and time to appear.
6. A student shall remain in school until the hearing with the superintendent or his designee has been held. If the student's presence in school poses a continuing danger to persons, property, or is an on-going threat of disruption to the academic process taking place either within the classroom or elsewhere on the school premises, the student shall be expelled until the official hearing with the superintendent.
7. The superintendent shall, within twenty-four hours after the time of a student's expulsion, notify in writing the Clerk of the Board of Education and parent(s)/guardian(s) of the student of such expulsion.
8. The notice of the right to appeal shall notify the parent(s) guardian(s) that they can:
  - a. be represented in all such proceedings by an attorney
  - b. be granted a hearing before the Board of Education or its designee in order to refute such expulsion
  - c. request that such hearings be held in executive session
9. The notice shall include the reason(s) for the expulsion and the right of the student's parent(s)/guardian(s) to appeal such action to the Board of Education or its designee
10. The Board of Education shall act upon such expulsion only at a public meeting.
11. The Board of Education can, by a majority vote of its full membership or by the action of the designee, reinstate such student.
12. The Board of Education or its designee shall make a verbatim record of the hearing of appeals to the expulsion.
13. All appeals shall be made in writing and submitted within forty-eight hours after notification.

### **DENIED PARTICIPATION FROM EXTRA CURRICULAR ACTIVITIES**

1. A student may be denied participation from an extracurricular activity for violating school and/or Mid-State League rule(s) or for violation of athletic participation rules and regulations. Athletic rules and regulations will be followed during a season, defined as the period of time between the first practice and the awards banquet.
2. The advisor/coach of the activity will orally notify the student of the intent to deny

participation and state the reason(s) for the denial.

3. The advisor/coach shall provide the student the opportunity to discuss the reason(s) for the denial of participation.
4. The advisor/coach shall provide written notification to the parent(s)/guardian(s) of the denial of participation, the reason(s) for the denial, and the right to appeal to the high school Principal.
5. A request to appeal must be made in writing to the high school Principal within forty-eight hours after the receipt of the notification of the denial to participate.
6. The appeal hearing will serve to present new information and offer an opportunity for the parent(s)/guardian(s) and the student to explain the student's actions. The hearing shall be restricted to the parent(s)/guardian(s), student, principal, assistant principal, and the appropriate witnesses.
7. The principal will provide written notification to the parent(s)/guardian(s) of the decision rendered following the appeal hearing. The Principal's decision is final.
8. Students who come to games as spectators are also asked to follow Mid-State League and Liberty Union High School rules. Failure to do so will result in ejection from the game. Continual inappropriate behavior may result in a permanent denial of student attendance to extracurricular events.

**NOTE: A person shall be deemed notified when a written notice has been mailed, by first class mail, to the last known address on file in the school records.**

### **POSSESSION**

Includes, without limitation, retention on the student's person, in purses, wallets, lockers, desks, and automobiles parked on or near school property or at another school while in attendance of a school function.



## **SEARCH AND SEIZURE \*\*NOTIFICATION\*\***

The school administration and its designee(s) reserves the right to search lockers, desks, any student and the personal belongings of students when it is reasonably necessary for the maintenance of order, discipline, safety and in the supervision and education of all students in the high school. Vehicles on school grounds or at any school activity are also subject to search and seizure for the same above reason(s). Law enforcement dogs may be used in searches. If possible, the student's consent prior to the search will be obtained. **Students are, therefore, advised that their lockers, desks, person, personal belongings, and vehicles are subject to search for contraband, harmful/dangerous substances, and this evidence will be used to show that the student has violated school rules or the law. Lockers are the property of the school district.**

**\*\*When students are caught with illegal substances, weapons, tobacco or any other contraband during school, on school property, and/or at a school function, possession will be defined as:**

## **DISCIPLINE CODE**

### **RULE 1: SUBSTANCE ABUSE**

Students shall not possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverage, illegal drugs, non prescribed drugs, look-alike drugs, or any mind altering substance while on school grounds or facilities; at school

sponsored events; in other situations under the authority of the District or in school owned or school approved vehicles. Included in this prohibition are any substances represented as a controlled substance, NA beers, steroids, drugs and drug paraphernalia.

**Use of** – is defined as showing signs of chemical misuse such as staggering, reddened eyes, odor of chemicals or alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other behavior not normal for the particular student.

Discipline: Suspension 1-10 school days, expulsion

## **CHEMICAL DEPENDENCY**

The Liberty Union-Thurston Board of Education recognizes chemical dependency, alcohol and/or drugs, as a health related condition, which responds to appropriate treatment and is often preceded by the misuse of mood altering chemicals. Further misuse of a chemical is often characterized by **inappropriate behavior**. It is the policy of this school system to take positive action through education, counseling, parent(s)/guardian(s) involvement and appropriate referral.

The following procedures have been developed to assist staff members and families in dealing with inappropriate behavior resulting from the misuse of mood altering chemicals and identifying chemical dependency.

1. If a staff member observes a student's inappropriate behavior and has reason to believe a student may be using a drug or alcohol; the following steps should be taken:
  - a. Notify an administrator.
  - b. An administrator will determine if a medical emergency exists.
  - c. The staff member will complete a confidential request for information form and forward it to an administrator.
2. An administrator will attempt to notify the parent(s)/ guardian(s) by telephone to explain the incident. An administrator will also contact the juvenile court representative to explain the incident. An administrator will notify the parent(s)/guardian(s) in writing of the suspension of the student in question.
3. The student will receive a mandatory evaluation by a certified counselor prior to being admitted back to school at the parent's' cost. Once proof of an evaluation is provided, the superintendent will review the evaluation and use this information to determine the number of expulsion days the student will receive.

## **Resources**

New Horizons 437 Hill Road, Pickerington, OH, 43147, (614) 834-1919

1592 Granville Pike, Lancaster, OH, 43130, (740) 687-0835

Recovery Center 1856 Cedar Hill Road, Lancaster, OH, 43130, (740) 687-4500

## **RULE 2: PHYSICAL/VERBAL ABUSE OF A SCHOOL EMPLOYEE, SCHOOL EMPLOYEE'S FAMILY MEMBER, OR A PERSON WORKING FOR THE SCHOOL DISTRICT.**

A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to a school employee, employee's family member, or person working for the school district, will be suspended from school.

Discipline: 3-10 days suspension, expulsion, or referral to police. Discipline will be administered at the discretion of an administrator depending upon the severity of the offense. A professional evaluation may be recommended under certain violations of this rule.

\*\*Any physical/verbal abuse of a school employee or school employee's family member off the school grounds will be treated the same as the above. This rule will apply throughout the calendar year as long as the student is attending Liberty Union Schools. The length of the suspension will be at the discretion of an administrator depending upon the severity of the offense.

### **RULE 3: FIGHTING**

**Fighting will not be tolerated on school grounds, on any school transportation vehicle, or at any school sanctioned event.** In the event of a student physical confrontation, students are advised to move away from the area of the disturbance, send someone for an adult, do not get in the way of an administrator or faculty member who is trying to break up the confrontation. Standing around, standing on tables, standing in aisles so as to hinder school officials, refusal to leave the scene when asked to do so are all considered a violation of this policy and will result in discipline as outlined in this policy. Any student who directly disobeys an order given by a staff member in an attempt to break up a fight will be disciplined under this policy.

Students who instigate fights but are not actively involved, that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight, submit themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report that to a teacher or administrator.

Discipline: 3-10 days suspension, expulsion, or referral to police. Discipline will be administered at the discretion of an administrator depending upon the severity of the offense. A professional evaluation may be recommended under certain violations of this rule.

### **RULE 4: WEAPONS AND DANGEROUS INSTRUMENTS**

No student shall possess, handle, transmit, conceal, or threaten with the use of a knife, razor, ice pick, any type of explosive, pistol, rifle, shotgun, pellet gun, while on the school grounds or have any such instrument concealed in a vehicle while parked on school grounds. No student shall possess any objects that can be reasonably considered a weapon or instrument of potential danger to an individual or group. This rule includes but is not limited to look-a-like weapons such as: starting pistols, cap guns, paint guns, or toy weapons that are similar in

appearance to a real weapon.

*Discipline:* Suspension 1-10 school days, expulsion

### **RULE 5: TOBACCO**

No tobacco is to be used at any time or at any school function while on school property. No student shall carry or possess any tobacco product or lighter while attending school or any school function either home or away. Students may not possess or use nicotine delivery systems. This includes vapor type products.

*Discipline:* Discipline at the discretion of the administrator depending on the nature of the offense, as well as the frequency

### **RULE 6: DAMAGE, DESTRUCTION, AND/OR THEFT OF SCHOOL OR PRIVATE PROPERTY.**

No student shall cause or attempt to cause damage to school or private property, including that of another student, a teacher, an administrator, or any other school employee. This policy will be enforced while school is in session and when school is closed for any reason. This also includes possession of stolen property.

No student shall steal or attempt to steal school or private property from any teacher, administrator or school employee. This shall include school keys, tests, test keys, or any other items from the teacher's classroom. No student shall have any of the above items in his/her possession without the proper permission of a school employee.

*Discipline:* Wednesday school assignment and cost of repair for damage or destruction of property, suspension, expulsion, referral to the police. Any damage, destruction, or theft of private property of a school employee or employee's family will result in the suspension, expulsion and/or referral to the police.

### **RULE 7: DISRUPTION OF THE EDUCATIONAL PROCESS**

No student by the use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance or any other conduct, shall cause the disruption or obstruction of any lawful mission, process, or function of the school, or urge other students to engage in such conduct. The following acts are prohibited:

1. Occupying any school building, school grounds, or part thereof, to deprive others of its

use.

2. Blocking the entrance or exit of any school building, corridor or room to deprive others of lawful access to or from the building, corridor or room.
3. Preventing or attempting to prevent the convening or the continued functioning of any school, class, activity, or of any lawful meeting or assembly on the school grounds.

**This rule shall include pulling any fire alarm.**

4. Blocking normal pedestrian or vehicular traffic.
5. Starting any fires on the school grounds. This includes possession of matches or lighters.
6. Horseplay of any kind will be considered a disruption, including throwing food.
7. Discharging or in any way damaging a fire extinguisher.

*Discipline:* Suspension 1-10 days, expulsion, and legal action. Discipline will be at the discretion of an administrator.

**RULE 8: VERBAL/PHYSICAL HARASSMENT, SEXUAL HARASSMENT, HAZING, THREATENING ANOTHER STUDENT OR NON-LIBERTY UNION STUDENT, OBSCENE NOTES, PROFANITY OR OBSCENE GESTURES.**

No student shall write, possess, or distribute words or phrases to another student, which are considered to be slanderous, degrading in nature, obscene, pornographic, or profane as defined by the majority of our society. Obscene notes, profanity, pornography, and obscene gestures will be considered a violation of this rule.

No student shall physically harass another student. Actions such as pushing, shoving, or any kind of physical intimidation (bullying) shall be construed as physical harassment. (see Board policy JFCF)

No student shall endanger another student while on the school grounds, during any school function, home or away, or while riding any school transportation vehicle. **Endangering** another student could be any act that could or may cause harm to another.

*Discipline:* Wednesday School, suspension of 1-10 days, expulsion: Wednesday school and suspension will be administered at the discretion of an administrator.

**RULE 9: INDECENT EXPOSURE AND SEXUAL MISCONDUCT**

No student shall expose him/herself indecently. No student shall expose another student indecently by pulling down pants or pulling up a shirt, skirt, dress or blouse. No student shall take part in any sexual activity on the school grounds or while riding in a school vehicle. This includes public displays of affection, like kissing and hugging.

*Discipline:* Detentions, Wednesday School and suspension will be administered at the

discretion of an administrator.

**RULE 10: REMOVING/ALTERING SCHOOL RECORDS, WRITING FORGED NOTES, MAKING PHONY PHONE CALLS TO SCHOOL**

No student shall remove any student record from its official place of deposit to or in any way change such record. No student shall knowingly forge any note, paper document or official paper from school in order to deceive any authorized staff member. No student shall knowingly make a phony phone call pretending to be a parent, guardian, or other person so as to deceive an authorized staff member or office worker.

*Discipline:* Wednesday School, suspension, expulsion: Wednesday school and suspension will be administered at the discretion of an administrator.

**RULE 11: SOLICITING FOR A BUSINESS TO OTHER STUDENTS WHILE ON SCHOOL GROUNDS**

No student shall engage in any kind of solicitation of business to other students or Liberty Union personnel while on the school grounds. This rule includes talking about services and/or prices a business may offer, passing out flyers and/or pamphlets for a business or hanging any kind of correspondence on any bulletin board in or on school grounds.

*Discipline:* Wednesday school, suspension will be determined at the discretion of an administrator.

**RULE 12: ACTS OF DISRESPECT OR INSUBORDINATION**

No student shall be disrespectful or insubordinate to any teacher, administrator, authorized personnel, or student.

**Insubordinate** shall be defined as - unwilling to submit to the authority of any authorized school personnel or lying to any authorized school personnel. Anything not listed specifically but causes a disruption to the educational process may be treated as insubordination.

*Discipline:* Detentions, Wednesday school, suspension, expulsion. Wednesday school and suspension will be decided at the discretion of an administrator depending on the severity of the offense.

**RULE 13: GAMBLING**

No student shall participate or initiate any type of gambling for money or valuables while on the school grounds, on an authorized school vehicle, or attending a school related function. Playing card games during school is strictly prohibited.

*Discipline:* Wednesday school, suspension, and/or expulsion

## **RULE 14: TRUANCY, LEAVING THE SCHOOL GROUNDS, LEAVING OR CUTTING CLASS, UNAUTHORIZED ENTRY INTO TEACHER WORK AREA**

No student shall be absent from school or any scheduled class without the proper authorized permission of an administrator or school employee. When school is closed for any reason students are **not** permitted in the building unless they are accompanied by school personnel.

No student shall leave the school grounds without the proper authorized permission of an administrator or school employee. This rule will include leaving the school building to go to the parking lot without the proper permission. Students should **not** be in the teacher workroom, near mailboxes or using the copy machine without the permission of a front office employee.

No student shall leave the school building without permission of an administrator. The following conditions will apply to this rule:

1. Parents must be notified by the school nurse, school secretary, or an administrator before a student will be permitted to leave the school grounds due to illness or for any other reason. The school nurse or an administrator must be seen before permission will be granted.
2. Students requesting to leave the school grounds to return home, change clothes, etc., must have the permission of a parent/guardian before permission to leave is granted.
3. Students who have permission to leave the school grounds and are requesting to be transported by another student must also acquire permission from the other student's parent/guardian before permission is granted to leave the school grounds. **Once a student arrives to school by bus, car, or other means, this rule is in effect.**
4. When leaving the school for a "guided learning activity" or Field trip, a student must have authorized papers signed by a parent/guardian and on file in the high school office or with an employee responsible for the trip.
5. Any student who is repeatedly truant from school will be referred to the Juvenile Courts.

***Discipline:*** Detentions, Wednesday school, suspension, expulsion. Wednesday school and suspension will be decided at the discretion of an administrator depending on the severity of the offense.

## **RULE 15: SCHOOL DRESS CODE**

Students will come to school dressed in an appropriate manner according to the following rules listed:

### **NOT ALLOWED AS CLOTHING IN SCHOOL:**

- Clothing that advertises alcohol, drugs, or tobacco products
- Clothing that has look-a-like alcohol, drug, tobacco slogans, or trademarks
- Clothing that has anything that is offensive, profane, vulgar and/or ambiguous and

deemed contrary to the educational mission of the school.

- Excessive body piercing that is determined to be unhealthy and unsafe
- Hair coloring that is determined to be a distraction
- Off the shoulder tops of any kind
- Pants that are worn to expose undergarments
- All shorts and skirts should extend to the fingertips
- Leggings or yoga pants (unless **fingertip** length garments are worn that cover)
- Halter tops, tube tops, see through / open weave clothing, half shirts, open midriffs, and muscle shirts or tank tops.
- Spaghetti straps and/or shirts without backs and sides
- Headbands, **hats of any kind**, sunglasses
- Clothing that displays weapons of any kind or scenes that display the maiming or injuring of another person or animal
- Chains, studded bracelets and necklaces, safety pins attached to outer garments for looks, spurs, and/or other attachments to clothing that present a safety risk as determined by an administrator
- Anything that a teacher/administrator finds offensive in nature, distracting in the classroom, or inappropriate for the classroom

***Discipline:*** Sent home to change which will be an unexcused absence, Wednesday school, and/or suspension.

#### **RULE 16: ACADEMIC MISCONDUCT**

Cheating of any kind is not acceptable. Using the work of other students is considered cheating. Students who are caught cheating or committing plagiarism by any staff member are subject to a zero for the assignment or test with no makeup possibility. Copying tests or work for other students will be considered as cheating. This rule will apply to students who **continually** refuse to bring appropriate materials to class and are unprepared for class on a daily basis.

***Discipline:*** Wednesday Schools and Suspension days will be decided at the discretion of an administrator.

#### **RULE 17: INAPPROPRIATE USE OF SCHOOL TECHNOLOGY**

The following are inappropriate uses of school technology services:

1. Use of Internet to access pornography, hate sites, chat rooms, e-mail, profanity, or sites advocating violence.
2. Downloading any program onto any school computer.
3. Loading any non-school software onto any school computer.
4. Non-academic game playing.
5. Use of removable storage media in any school computer.



6. Use of any person's username and password that is not his or her own.
7. Revealing your password to any other person.
8. Theft of any hardware or software component from any school computer.
9. Failure to logout and/or log improperly prior to and after use.
10. Devices are to be in student possession at all times, unless at a LU charging station.

*Discipline:* Loss of computer privileges, Wednesday Schools, Suspension or Expulsion

### **RULE 18: ELECTRONIC DEVICES AND/OR INAPPROPRIATE MATERIALS**

A student may possess a cell phone or other electronic communication device (ECD) in school, on school property, at school activities and at school-related functions, provided that during school hours and while on school vehicles the cellular phone or other ECD remains off and is not visible, unless otherwise approved by the building administrator.

A student shall not possess, bring, transmit, conceal, sell, or offer to sell material which is considered by reasonable standards of the school community to be offensive, obscene, sexually explicit, gang related, violent, and/or pornographic. This includes possessing, obtaining or disseminating such material using personal electronic devices (including cell phones) while on school property, by means of school provided internet connectivity or via the usage of school computers, laptops, or other electronics in violation of the Acceptable Use Policy.

*Discipline:* Disciplinary action may include, but not limited to, detention, in-school suspension, out-of-school suspension and/or expulsion.