



## Lockland School District

210 N Cooper Ave., Cincinnati, OH 45215 \* (513) 563-5000

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## 2019-2020 Student Handbook

This handbook belongs to:

Name \_\_\_\_\_

Grade \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

# LOCKLAND LOCAL SCHOOLS

2019-2020

## AUGUST 2019

S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER 2019

S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30					

## OCTOBER 2019

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6	7	8	9	10	11	12
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## NOVEMBER 2019

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## DECEMBER 2019

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29	30	31				

## JANUARY 2020

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## FEBRUARY 2020

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## MARCH 2020

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29	30	31				

## APRIL 2020

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## MAY 2020

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## JUNE 2020

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29	30					

## JULY 2020

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IF NECESSARY, MAKE UP DAYS ARE AS FOLLOWS: 2/14, 4/6, 4/7, 4/8, 4/9, 5/21 AND ON THE END OF THE SCHOOL YEAR

## IMPORTANT DATES

Aug 12	Ice Cream Social/Open House
Aug 14	First Day of School
Sep 2	Labor Day
Sep 19	Conferences (3:15-7:00 pm)
Sep 26	Conferences (3:15-7:00 pm)
Nov 5	Elvick Day
Nov 11	Valentine's Day (Students attend)
Nov 25 - 29	Fall Break
Nov 28	Thanksgiving
Dec 23-Jan 3	Winter Break
Dec 25	Christmas Day

Jan 1	New Year's Day
Jan 20	M.L. King, Jr. Day
Feb 13	Conferences (3:15-7:00 pm)
Feb 17	Presidents' Day
Feb 20	Conferences (3:15-7:00 pm)
Apr 6-Apr 10	Spring Break
Apr 10	Good Friday
Apr 12	Easter (Recognized 4:15)
Apr 19	Commencement
May 19	Last Day of School
May 21	Last Day of School

\* This last day of each quarter is a day of a well-deserved rest at 1:00 pm. (10/11/19, 12/20/19, 3/6/20 and 5/19/20)

## KEY

<input type="checkbox"/>	Teacher In-service (No School for Students)
<input type="checkbox"/>	No School
<input type="checkbox"/>	Final day
<input type="checkbox"/>	Last Day

## **ALMA MATER**

We will ever love and praise thee,  
Dear Old Lockland High,  
And to keep thy name unsullied,  
We will ever try.  
Lift your voices, sing your praises,  
Always loyally, hail to thee, O,  
Lockland High School, Hail  
O, hail to thee

## **FIGHT SONG**

Onward, onward dear old Lockland  
High School Old and Brave  
Proudly we will ever hail thee  
Over and away  
High School High School how we praise thee  
And joyfully we say  
Love and honor to Old Lockland  
Forever and a day.....hey!

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### **Welcome**

The Student Handbook was developed to answer many of the commonly asked questions that you and your family may have during the school year and to provide specific information about policies and procedures. Please take time to become familiar with the information contained in this Handbook and keep the Handbook available for frequent reference by you and your family. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or your principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of the beginning of the school year. If any of the policies or administrative guidelines referenced herein are revised by the Board, the language in the most current policy or administrative guidelines prevails. Copies of the current Board policies and administrative guidelines are available from the building principal and on the District's website.

### **Mission Statement**

We are dedicated to providing challenging educational experiences that maximize each student's intellectual, social and physical potential to develop responsible citizens and leaders.

### **Equal Education Opportunity**

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or at a school activity should immediately contact the School District's Compliance Officer: Justin Gibson, Director of Special Programs, 513-563-5000 ext. 906.

# GENERAL INFORMATION

## SCHOOL DAY

School hours are from 8:00 a.m. – 3:00 p.m. on Monday through Friday. Door 13 will open for breakfast at 7:30a.m. each day and door number 5 near the parking lot will open at 7:45a.m. each day. Parents need to sign in to the K-6 office upon arrival and always need to enter from door number 1 on North Cooper Avenue.

## ATTENDANCE (more detailed expectations are listed in the district's attendance policy)

Regular attendance is essential if students are to receive the maximum benefit from their education. It is imperative that each child attend school on time every day. The use of excessive absence to deny credit for a course is at the discretion of the teacher. Students are scheduled for a definite place each period of the day and are expected to be where they are assigned. They are not to leave the school grounds at any time during the day without written permission from parents and school officials. Attendance at school is important to learning.

**ARRIVAL:** Students are expected to arrive to school no earlier than 7:45 a.m. (students eating breakfast may enter Door 13 at 7:30 a.m. and proceed to the cafeteria)

**DISMISSAL:** All students must leave the building immediately after dismissal unless under direct supervision of an adult.

**TARDINESS:** Students arriving after 8:00 a.m. must enter Door 13 and will be counted tardy. Tardiness results in a loss of instruction, distraction to fellow classmates, and will be reflected in performance. Chronic tardiness will be referred to the Attendance Officer for possible action through the courts.

**EARLY RELEASE:** Students may not leave school before regular dismissal without a parent or guardian either submitting a signed written request or coming to the K-6 Office personally to request the release. Parents / guardians are not permitted to call in an early dismissal during the instructional day and must report to the main office to sign their child out.

**ABSENCE:** State law permits absence to be excused for personal injury and illness or death in the family. When a child is absent, parents should call the school at 513-563-5000 before 8:30 a.m. If a message was not left on the district voicemail, students returning from an absence must bring a note from parents giving the date and reason for absence.

**TRUANCY:** State law requires students to be regular and punctual in attendance. Illegitimate absences will be checked and referral to proper school and civil authorities will be made in cases where students violate this law.

## STAYING AFTER SCHOOL

Only students who are involved in a school-sponsored activity are permitted to stay after school. Students are to leave school grounds at dismissal and arrive back at school no earlier than 30 minutes prior to the start of event. A staff member must supervise ALL students staying after school. Students are not permitted to use computer labs after school without supervision of a staff member. Students who are in the building after school hours without proper supervision or permission may be disciplined using board-approved consequences.

## DISTRICT SCHOOL LUNCH PROGRAM

The purpose of the school lunch program is to aid the general school program by providing the students with a balanced, warm meal each day. During lunch, students are not to be in the halls unless they have a signed pass, prior to lunch beginning. It is the student's responsibility to be back in class on time after lunch. Elementary students will be picked up or escorted to class by a staff member. The following guidelines are to be followed during all lunch periods:

<b>PERFORMANCE</b>	- Remain quiet until all are through the line - Stay in Seat	- Eat your food - Raise your hand for assistance
<b>RESPECT</b>	- Use good manners - Hands and feet to yourself	- Cooperate with Staff
<b>INTEGRITY</b>	- Keep your place in line - Pay for snacks	- Be Bully-Free
<b>DETERMINATION</b>	- Get your silverware and items before you sit down - Use inside voice	
<b>EFFORT</b>	- Keep your area clean/ place all trash on your tray - Wash your hands/Use hand sanitizer	

## VISITORS

All visitors must report to the school office and register before entering the building for any reason. If you wish to observe in your child's classroom, please make an appointment in advance with their teacher and principal.

Please schedule conferences before or after school so as not to take away from the children's instructional time. Teachers are not available to conference with parents / guardians between the hours of 7:45-3:15pm unless it is scheduled ahead of time with the teacher and the principal.

## **ENROLLING IN SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside. New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The guidance office will assist in obtaining the transcript, if not presented at the time of enrollment. Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures. New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent. In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit. A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if the student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, enrollment may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant. If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- an updated copy of the student's transcript;
- a report of the student's behavior while in DHS custody;
- the student's current IEP, if one has been developed for the child; and
- a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## **WITHDRAWAL/ TRANSFER FROM SCHOOL**

In order to withdraw from an Ohio school, a child must either be registered to attend another school district or be over the age of eighteen (18). Parents must notify the Principal about plans to transfer a child(ren) to another school. They must report to the office to complete a withdrawal form. Failure to comply with this regulation will result in the school not releasing transcript information. Parents must notify the office of withdrawal date and provide new address and name of school student will attend so school records can be forwarded to the receiving school. Once Lockland receives a "Request for Records" from the new school, all school records, academic records and disciplinary records of suspension and expulsion, will be transferred to the new school within 10 school days of the parents' notice/request. Students must return all textbooks, district property and pay all fees before withdrawal is considered complete. Report cards and other selected records will be issued to outside districts when all financial obligations have been paid. No student under the age of eighteen (18) is allowed to withdraw from school without the written consent from his/ her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chickenpox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the Superintendent.

## **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization (EMA) Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic activities, co-curricular activities, and extracurricular activities. The EMA Form is provided at the time of enrollment and the beginning of school year.

## **INJURY AND ILLNESS**

All injuries or illness must be reported to a teacher, nurse or the office. Students are not to use cell phones to contact parents / guardians in lieu of this procedure. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day should request permission to go to the office or school nurse. An appropriate adult will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## **SCHEDULING AND CLASS ASSIGNMENT**

### **Elementary Level (Grades K-6)**

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

### **Secondary Level (Grades 7-12)**

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

## **ANNOUNCEMENTS**

Announcements will be read at the start of the school day. Additional announcements may be given at the end of the day. Announcements will not be made over the intercom during the instructional day.

## **FUNDRAISERS**

All matters of fund raising or collection of money for any reason whether for charity or other causes that may arise must be cleared by the Board of Education before any contractual agreement or solicitation may occur. Please submit the "Potential" Fundraising Project form to building administrator for approval.

## **LOST BOOKS-SUPPLIES**

Such items are generally misplaced rather than lost. The district maintains a lost and found located in the cafeteria. Students are responsible for all items issued to them throughout the school year. A charge will be assessed to the student for any items not returned that have been issued to them.

## **STUDENT FINES**

Students will be required to pay fines for damaged or lost books and/or materials. Student participation in extra-curricular activities may be denied until all fines are paid. Report cards may also be held until payment.

## **TEXTBOOKS**

Textbooks are issued to students free of charge for the year. If a book is damaged when issued, notify the teacher. At the end of the year the same book issued must be returned. If a book is lost, stolen, or damaged, the student will be charged.

## **TRIPS – EDUCATIONAL TRIPS**

A student on a field trip or event is present for school record purposes. Any student desiring to visit a college or other institution of higher education must have previous arrangements through the guidance department and have the college fill out the "visitation form".

## **STUDENT WELL-BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

## **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules. Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from a teacher, building administrator, or the school counselor. In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via email and / or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. **Progress Book is available as a tool for families to monitor student progress throughout the course of the year. Please contact the office for login information in order to utilize this resource.**

## **CARE OF SCHOOL PROPERTY**

Students need to exhibit pride and respect for school property. Any destruction to school property will result in disciplinary action. The student will assume the cost of such damage and may be required to pay restitution costs.

## **CELL PHONES**

Please be advised that the Lockland School District has a cell phone policy. Due to serious situations created by cell phones, the district has decided to be proactive in our approach. Cell phones are banned during the school hours of 8:00 a.m.– 3:00 p.m. (Unless authorized by the classroom teacher or administrator). Cell phones should be powered off and out of sight for the duration of the school day. Any district employee who observes a student using a cell phone without authorization will ask for the phone. Failure to give the phone to the staff member will result in disciplinary action.

**Progressive consequences for cell phone violations are as follows: 1st offense - student may pick up phone at the end of the day. 2nd and 3rd offense - the phone will be held until a parent or guardian picks it up from the school during school hours. 4th offense - the phone will be held until a parent or guardian picks it up from the school during school hours and additional consequences will be assigned at the administrator's discretion.**

## **HALL PASS**

A student will not be permitted in the halls without a pass provided by their respective teacher. If a student does not have a pass signed, privileges will be removed and disciplinary action may be taken. It is the student's responsibility to ask and get a pass from a teacher before leaving the classroom. Please do not assume the teacher knows you need a pass. Teachers will not issue passes the first 5 minutes of class and the last 5 minutes of a class period.

## **VALUABLES**

Students are requested not to bring to anything of value to school because of the potential of the valuable becoming lost or stolen. If for classroom purposes a student does bring something of value, students are encouraged to store the valuables in the office. NOTE: The administration or staff is not responsible for items brought to school. Cell phones, tech devices, etc. may be brought to school, but the school is not responsible for securing these items or locating these items. If participating in an after school activity, please lock up personal belongings in a locker. The staff will not spend time locating or investigating missing items unless a locker has been broken in to. All valuables and student owned technology should be powered off and kept in their locker during the instructional day.

## **SECURITY/SEARCHES**

Random searches are conducted at grades 4-12 by the Administrative Team according to Board Policy.

## **LOCKERS (MIDDLE SCHOOL AND HIGH SCHOOL)**

Each student is assigned a locker for school supplies, lunches and personal items, which are needed for school. It is the student's responsibility to see the locker is kept locked and in order at all times. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. School officials may inspect any locker at any time. This includes random checks or when the safety and/or welfare of the school or student body are in question. Lockers remain the property of the school. Students are not to give their locker combination to any other person and not to use lockers assigned to other students. Lockers are to be kept locked at all times. The school cannot be held liable for stolen property, so, students should not keep personal property of great value, including money, at school.

Lockers must be cleaned out by students prior to the end of the school year. Personal property left in the school lockers will be disposed of when the lockers are cleaned immediately after school in June. Students are not permitted to use their own locks on lockers. Such locks will be removed. The students are responsible for all items found in their lockers. There is no sharing of lockers. Students are responsible for any damage to their lockers. Stickers, tape, or other adhesives, which could cause damage to lockers, are not to be used. Locker displays, which are not considered school appropriate, are prohibited. Students must have a locker pass from a staff member to go to their lockers at any other time. It is requested that students not return to the locker areas after events or practices. Students will be assigned lockers and they are not to change lockers without authorization from the team.

## **BETWEEN PERIODS (HIGH SCHOOL STUDENTS ONLY)**

During class changes, students will have three minutes to pass from class to class. This is ample time to use the restroom facilities. A student who is tardy to class will be indicated as tardy on the period's attendance.

## **DRIVING TO SCHOOL (HIGH SCHOOL STUDENTS ONLY)**

Driving to school is a privilege. The privilege may be revoked for disciplinary infractions, including tardies to school. The students must use the parking lot off of West Forrer Ave and enter the school through door #5. Students will not be permitted to go to their vehicle until dismissed from school. Violations will result in loss of driving privileges, or further disciplinary action. Students being granted the privilege to drive to school must abide by the following regulations:

- Must have school driving forms filled out in advance
- All state laws will be abided by in the parking lot and in front of the school. (Example: speed limits, stop signs and reckless driving)
- Students will not be permitted to park in front of the school on North Cooper or on Cross Street. Students must park in assigned area, or lose their parking privileges
- Students are not permitted in the parking lot area during school hours
- Driving privileges may be revoked due to any violation of the Student Code of Conduct
- Vehicles on property are subject to search by school personnel should they suspect the presence of drugs, weapons, drug and weapon look-a-likes, mace, tear gas or other chemical weapons

## **HOMECOMING AND PROM (HIGH SCHOOL 11<sup>th</sup> AND 12<sup>th</sup> GRADE ONLY)**

The Junior-Senior Prom is sponsored by the Junior Class. The Dance is limited to Juniors and Seniors only. Guests from other schools must be approved by the Principal. Approval forms will be available in the office and online. There will be a limit of one guest per Lockland student upon entrance to these events. Middle School students may not attend dances. School rules apply at the dance. Dancing should be appropriate at all times. All student fees must be paid prior to purchasing tickets for Lockland dances.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact Justin Gibson, Director of Special Programs at 513-563-5000.

## **STUDENTS WITH DISABILITIES**

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

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

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation. Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment." A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required Federal (IDEA), A.D.A. Section 504) and State law.

## **USE OF MEDICATIONS**

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

- Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The appropriate form must be filed with the nurse before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in medication.
- All medications must be registered with the nurse's office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the nurse. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/ or reactions, or asthma inhalers during school hours provided the student has written permission from a physician and has submitted the proper form. In the case of epinephrine auto-injectors ("epipens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the nurse. Students are strictly prohibited from transferring emergency medication, epipens, or inhalers to any other student for their use or possession.
  - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.



- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- The nurse will maintain a log noting administration of medication, as well as the date and the time of day administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

## **NON-PRESCRIBED (OVER THE COUNTER) MEDICATIONS**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student. If a parent would like the nurse to dispense the non-prescribed, over-the-counter (OTC) medication, this must be done with prior parent authorization. Parents may authorize administration of a non-prescribed medication on a form available in the Main Office. Physician authorization is not required in such cases. ANY OTC MEDICATIONS MUST BE KEPT IN THE NURSE'S OFFICE.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. A student may 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, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the nurse's office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found at [www.locklandschools.org](http://www.locklandschools.org). Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. Parents, adult students and administrators have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/ her right to a hearing on the matter. Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/ her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or the student's parents;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, antisocial, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or his/ her parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact to inspect such materials. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/ evaluation is administered or distributed by the school to the student. The parent will have access to the survey/ evaluation within a reasonable period of time after the request is received by the principal. The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/ or eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW 20202-4605 Washington, D.C., [www.ed.gov](http://www.ed.gov).

# **DISTRICT ATTENDANCE POLICY**

## **LEGAL REQUIREMENT**

Ohio Revised Code, Section 3321.01:

All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03:

It is the parent's responsibility to cause the child to attend school.

## **EXCUSED ABSENCES**

- Personal illness or injury
- Medical or dental appointments
- Illness or death in the family
- Funeral of immediate family member or relative
- Quarantine w/ documentation
- Religious holiday
- Appointments for court
- Pre-approved absences. Five (5) days per year approved in advance by the principal.
- Head lice. Children excluded from school due to head lice are allowed one (1) excused absence on two (2) separate occasions in a school year. Absences beyond this number are unexcused unless the additional absences are covered within the six (6) parent/guardian notes or a physician et al. excuse.
- Emergencies and other reasons deemed good and sufficient by the principal

## **UNEXCUSED ABSENCES AND TARDIES**

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absence / tardy reasons include (but are not limited to):

- Experiencing transportation problems at home or on the way to school
- Remaining at home to complete school assignments
- Missing school without legitimate illness
- Oversleeping. Alarm clock (student's or parent's) failed to work
- "My mom didn't get me up"
- Not having suitable clothing to wear to school
- Babysitting
- Any form of recreation (unless pre-approved absence days)
- Personal business that can be done after school or on weekends
- "Helping at home" or "Was needed at home"
- "I had a game last night"
- Senior pictures/portraits

## **DOCUMENTATION OF ABSENCE/TARDY**

Generally, eight days of absence (56 hours) from school per school year (two per quarter) or five (5) tardies to school per school year for the reasons identified as "Excused Absences" may be documented by a parent/guardian phone call.

Medical notes shall not count against the eight days (56 hours) of parent/guardian phone calls for absences or five (5) parent/guardian phone calls for tardies. Absences in excess of eight days (56 hours) per school year or tardiness in excess of five occurrences per school year may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician assistant – unless an absence is otherwise excused by the principal.

In all instances where students/parents/guardians have been adjudicated guilty for truancy-related offenses (habitual/chronic truancy and contributing) and are currently under active supervision or probation, excused absences shall be granted only on the condition of a note from a physician, nurse practitioner, physician assistant, or personally excused from school by the school principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an absence/tardy is for any of the reasons identified in this regulation as "Excused Absences."

## **REPORTING ABSENCES**

Lockland Schools Main Office

513-563-5000

## **TRUANCY**

Lockland Local Schools believes that student attendance is important to ensuring academic success and student attendance will be closely monitored to ensure that students are present and engaged in the learning process.

Habitual Truancy is defined as:

- Absent 30 or more consecutive hours without a legitimate excuse
- Absent 42 or more hours in one month without a legitimate excuse
- Absent 72 or more hours in one year without a legitimate excuse

Excessive absence is defined as:

- Absent 38 or more hours in one school month with or without a legitimate excuse
- Absent 65 or more hours in one school year with or without a legitimate excuse.

Lockland Local Schools has developed an absence intervention team to develop absence intervention plans for students who are habitually truant.

## **EARLY DISMISSAL**

A note is required from a parent for any changes from the dismissal routine. This note should include the requested dismissal time, the reason for the early dismissal, and name of person picking your student up. Only persons listed on your child's Emergency Medical Form are authorized only to pick up your child.

## **REPORTING AND MONITORING STUDENT ABSENCES**

- It is the obligation of the parent/guardian to report the child's absence or tardy each day the student is absent.
- The parent/guardian should phone the students school building within 2 hours of the start of the school day each day the student is absent.
- A school logged parent/guardian phone call received by the attendance office, on each day of the student's absence, for any of the excused absences below, is sufficient to excuse the child's absence. **After the student's eighth (8<sup>th</sup>) parent phone call, upon the student's return to school the parent/guardian shall provide written documentation from a treating physician, nurse practitioner, or physician assistant stating the day(s) absent and reason for such absence.**
- Written documentation from the parent/guardian/non-doctor's note may be in the form of an e-mail or fax to the proper school authority or directly from a physician's office, if permitted by the physician's office.
- If within five (5) school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."
- The parent/guardian (and not the school) maintains responsibility to make certain the telephone call and/or absence note was submitted to the proper school attendance authority in a timely fashion.
- If the parent/guardian fails to contact the school and school personnel have to initiate contact with the parent/guardian via phone call and they DO NOT make direct contact with a parent/guardian the absence will be considered unexcused until a parent/guardian makes direct contact with the attendance office on the day of the student's absence. After that date, the student must submit a written parent note within 5 days to excuse the absence.

## **TARDY**

### ***Tardy to Class***

A student will be considered truant if he/she is absent from class without the knowledge or consent of a parent and/or school officials. It must be noted that parents cannot detain their children from school without legal cause. Continual trancies will be referred to the Attendance Intervention Team. Students caught leaving school grounds during the school day will receive disciplinary consequences.

### ***Skiping Class***

A student shall not be absent from class without authorization from school personnel. A student found skipping class will be issued in-school disciplinary consequences. Students who leave the school grounds without permission may be required to complete community service for the first offense.

## **MEDICAL EXCUSES**

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office or hospital examination by a physician, nurse practitioner, or physician assistant. Physicians, et. al., may only excuse absences or tardies to school for the specific date(s) the student was under his/her direct medical care - during which the student was medically unable to attend school. Excessive medical excuses may result in the school contacting the physician's office for additional medical documentation.

## **CHRONIC ILLNESS WAIVER**

Beyond a student's initial six (6) absences, additional absences for a chronic medical condition may be approved in advance by the child's physician, nurse practitioner, or physician assistant without the need for the child to be seen by the physician et al. Parents/guardians shall obtain this Waiver from the school nurse.

## **MILITARY PROVISION**

Students may receive up to five (5) additional excused absences per school year for the purpose of attending the deployment or return of a military parent/sibling. These days shall be approved in advance by the principal and will not count against the normal six (6) excused absences provision. Additional days of excused absences may be approved by the principal in special circumstances.

## **RETEACH / RETEST POLICY**

Lockland Local Schools believes all students are capable of mastering academic content in all classes. Students in grades 4-12 who earn a 59% or lower on an assessment will be afforded the opportunity of a reteach/retest opportunity to show mastery. Students can earn up to a 70% (or higher at teacher discretion) on any assessment through a retake opportunity.

## **CHANGE OF TELEPHONE NUMBER OR ADDRESS**

The school must be able to contact you if there is an emergency involving your child. Please notify the office when you have made a change of address, home telephone number, daytime (work) telephone number, or legal guardian.

## **EXTRA-CURRICULAR ACTIVITIES AND ATTENDANCE**

Every student is expected to spend the entire day in school. Students absent in excess of 1/2 day of school are NOT eligible to participate in or attend any extracurricular activity on that day. An extracurricular activity is any school activity conducted after school hours, associated with school programs, whether they are held on campus or off school grounds. In the event of a true emergency, an exception may be granted by the building principal for an extracurricular activity. The parent of the absent student must contact the building principal as early in the day of the activity as possible to request such an exception. A student who is absent because of illness on the day of an extracurricular activity does not have a valid reason for an exception to this rule.

## **SCHEDULING CHANGES**

Schedule changes can only be made during the first two weeks of school. Class changes may only be made according to the class availability and seating capacity. Class changes will only be made due to legitimate academic concerns or reasons and must be approved by the principal.

## **MAKE-UP WORK**

Students are permitted to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Upon returning to school after an illness, students have one day per absence to make up any missed work. It is the student's responsibility to promptly contact each teacher about missed work. An exception would be a quiz, test, or project that was announced prior to the absence. In this case, a student may be required to do such work on the day of return. Students who are absent due to a field trip are required to return assigned work on the following day. If a student is absent for 3 days or more, make-up work may be retrieved from the school by notifying the office.

### ***During a Suspension***

When a student is suspended out of school he/she is permitted to make up work for full credit. This includes assignments, tests, projects, speeches, etc. The student is responsible for contacting his/her teachers to receive the assignments and to gather the appropriate materials. All completed assignments are due within the same amount of days as suspended upon to return to school.

## **INCOMPLETE WORK**

At the end of a quarter, a grade of incomplete may be given for a subject at the discretion of the teacher for approved reasons. Incomplete work must be made up within two weeks after the end of a grading period. After two weeks, incomplete grades automatically become an "F".

## **PROGRESS BOOK GRADEBOOK CALCULATIONS**

Most weeks, teachers in grades 4-12 will enter a total of at least one assignment and one assessment grade, per student in each class that they teach. For the purpose of final quarter grade calculations, 70% of the final grade will be the assessment average and 30% of the final grade will be the assignment average.

# ACADEMIC/GUIDANCE INFORMATION

## **GRADE INFORMATION**

### ***District Grading Scale***

90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
59 and below	F	0.0

### ***Advanced Academic Grade Point Average***

5.00 Point GPA Courses are as follows: Advanced Placement Courses, College Credit Plus, all honors classes, Physics, Chemistry Pre-Calculus and all foreign languages (e.g. Spanish).

## **GRADUATION**

In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony. The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. In addition to earning course credits, each student must earn the required number of points, unless exempted, on the tests required by the State Board of Education to graduate. Twenty-two (20) units must be successfully completed as follows:

### ***Graduation Requirements for graduating classes of 2018 and beyond***

- 4 credits of English Language Arts
- 4 credits of Mathematics, including Algebra II or an equivalent offering (Integrated Math)
- 1 unit of a computer course ( $\frac{1}{2}$  or 1)
- 3 credits of Science, which must include a minimum of 1 unit of Life, 1 unit of Physical Science and 1 unit of Advanced Science
- 3 credits of Social Studies, which must include a minimum  $\frac{1}{2}$  unit of American Government and  $\frac{1}{2}$  unit of American History. The class of 2020 will also need  $\frac{1}{2}$  unit in World History & Civilizations.
- $\frac{1}{2}$  credit of Physical Education ( $\frac{1}{4} + \frac{1}{4}$ ) &  $\frac{1}{2}$  credit of Health
- 5 electives (Electives units must include one or any combination of foreign language, fine arts, business, career-technical education) (including at least 1 whole unit, or 2 half units, in business/technology, fine arts, and/or foreign language)
- Other Requirements:  $\frac{1}{2}$  credit of Financial Literacy, 1 credit of Fine Arts
- AND students must meet one of the following three:
  - 1. Ohio's State Tests (End-of-course state tests)
  - 2. Industry credential and workforce readiness
  - 3. Other permissible alternative pathways as defined by the Ohio Department of Education. Please contact the principal and / or counselor for specific details about these pathways and requirements.

(NOTE: Credit requirements in State law must still be met)

### ***Honors Diploma***

The student who completes the high school Academic Pathway (Honors Diploma) must meet at least seven of the following eight criteria:

- Earn four units of English;
- Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course, or a four-year sequence of courses which contains equivalent content;
- Earn at least four units of science including one unit of physics and one unit of chemistry;
- Earn four units of social studies;
- Earn three units of world languages (must include no less than two units for which credit is sought), i.e., three units of one world language or two units of two different languages;
- Earn one unit of fine arts;
- Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; or
- Obtain a composite score of 27 on the American college testing services' ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

### ***Career-Technical Education Pathway***

The student who completes an intensive Career-Technical Education Pathway must meet at least 7 of the 8 criteria:

- Earn four units of English;
- Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course, or a four-year sequence of courses which contains equivalent content;
- Earn at least four units of science, including two advanced sciences;
- Earn four units of social studies;
- Earn four units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to postsecondary credit. If the student's program design does not provide for any of these outcomes, then the student must achieve the proficiency benchmark established for the applicable Ohio career-technical competency assessment or the equivalent;
- Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment (available at [http://www.webxam.org/info\\_docs.asp](http://www.webxam.org/info_docs.asp), with additional content available by clicking here ) or equivalent assessment aligned with state-approved and industry validated technical standards;
- Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year; or
- Obtain a composite score of 27 on the American college testing service's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the college board's SAT verbal and mathematics sections (excluding the score obtained on the required writing section).

### ***Physical Education Waiver***

Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons in one school year as defined in the Course Description Book, handbook, while enrolled in grades 9 through 12, and as documented by the School Counseling Department may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements.

Credit may be earned by:

- completing coursework
- testing out of or demonstrating mastery of course content

### ***Commencement***

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. The Board also shall grant a diploma of adult education to all District residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

The Superintendent shall establish whatever administrative guidelines are necessary to comply with State rules and regulations.

### **CLASS STANDING**

At the end of the freshmen year, sophomore year, the junior year, and finally at the end of the second semester report period in the senior year, students will be ranked scholastically. The final average will be used in all subjects in which units of credits are given to calculate an average. This ranking is requested by colleges, is used to determine the eligibility for membership in the National Honor Society, and is used for certain senior honors.

- Class rank shall be computed by the final grade in all subjects. Any 2 or more students whose computed grade point averages are identical shall be given the same rank
- The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her
- In recognition of the heavier burden of advanced work, grade point averages shall be weighted by awarding 1 extra unit for unusually difficult courses
- The standing or rank in senior class and the top scholastic honors of Valedictorian and Salutatorian are determined by averaging the higher of either final average or final examination marks for each subject taken in grades 9-12. Marks earned in half unit subjects are averaged at half the value of one unit subjects

The grades of students transferring to the high school from a chartered school will be recognized; however, such students shall have no established class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed eight (8) semesters. Students entering the high school from non-chartered or home-based schooling shall have no established grade point average (GPA) or class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed eight (8) semesters. No student shall be eligible for graduation honors, such as Valedictorian, etc. unless they have been enrolled for eight (8) consecutive semester(s) prior to the final semester utilized for purposes of determining such honors.

## **DROPPING A CLASS**

Students shouldn't be taken from the class unless he or she is academically misplaced. If a student remains in a class long enough to get a 9 week grade, that grade will show on the student's records – withdraw failing (W/F) or withdraw passing (W/P). If he remains after the 2<sup>nd</sup> 9 weeks begins, he should get a final grade for the class. Athletes should be reminded that 2 F's would make them ineligible for the next nine weeks. Eligibility is based on 9-week grades. Athletes must have at least 5 major classes per semester, including students attending vocational schools and college. The principal or designee must approve all schedule changes after school begins.

## **SERVICES AVAILABLE**

The school counseling department is an integral part of our school system. Each teacher and student has the responsibility of using:

- Student referrals by the students or the teachers
- Vocational material
- Scholarship information
- College catalog and information
- Vocational School-Great Oaks
- Scheduling
- Individual counseling/testing
- Group counseling-testing
- Completion of surveys and questionnaires (demographic info)
- Military Service information

## **HONOR ROLL**

An "A Honor" and "B Honor" Roll is published at the end of each quarterly grading period. To receive recognition on the "A Honor" Roll, the student quarterly GPA must fall between 4.0-3.5. The "B Honor" Roll student quarterly GPA is 3.49-3.0.

## **INCOMPLETE ASSIGNMENTS**

An incomplete grade must be converted to a regular grade within ten (10) school days after the conclusion of a grading quarter. Additional time for makeup work may be granted by the principal for prolonged illness, family tragedy, or other sufficient reasons

## **NATIONAL HONOR SOCIETY**

The Lockland High School Chapter of National Honor Society (NHS) is affiliated with the National Honor Society of Secondary School Principals. As a result of this affiliation, Lockland's chapter follows those by-laws required by the National Association. Membership in the NHS is the highest recognition of academic talent the school conveys. Membership in this chapter shall be based upon SCHOLARSHIP, SERVICE, LEADERSHIP, and CHARACTER.

**Scholarship:** To be eligible for selection to NHS, a student must have a cumulative grade point average of **3.5** (weighted, *with no rounding*) at the end of the first semester of their sophomore year. Freshmen and Seniors (starting with the Class of 2017) are not eligible for NHS. If inducted into NHS, a member may not drop below a 3.5 GPA at any time after induction. Doing so may endanger the student's membership (due process steps are available if this happens). A student should be self-motivated, contribute to classroom activity, and be interested in the pursuit of knowledge.

**Service:** A student must also be involved in community service. This service may take place through school, community, or church service projects. Once inducted, members are expected to participate in meetings, money-making activities, and in all service projects.

**Leadership:** A student must demonstrate leadership skills, rather it be by holding an official position in an organization, (ex: student council president, class officer), or by showing the qualities of a good leader in the classroom, an athletic team, or any organized activity.

**Character:** A candidate for NHS must have exceptional attendance (serious medical cases considered separately). A candidate must have no documented history of cheating or dishonesty. A candidate must fulfill the responsibilities of clubs, teams, and classrooms. A candidate must be trustworthy and reliable. The candidate must cooperate by complying with school rules and regulations concerning property, programs, halls, classrooms, etc. He/she should show courtesy, concern, and respect for others. A candidate must have no documented incident of stealing, or be found guilty of any criminal offense. If a candidate has been suspended from school, this could seriously jeopardize his/her opportunity to be inducted. The Lockland High School NHS Faculty Council reserves the right to review all applications to determine a candidate's eligibility.

## **COLLEGE CREDIT PLUS (Formally known as PSEO)**

An option for students enrolled in qualified and selected CCP courses. The Lockland School District will be partnering with local universities to enable students in this selected course to also be enrolled in similar courses through each university. Students who apply to the participating college or university and meet the IHE's (Institute of Higher Education) established standards for admission and course placement to enroll in approved postsecondary program during the 7th, 8th, 9th, 10th, 11th or 12th grade year while in attendance in the District. Students will be eligible to receive secondary credit for completing these programs (1 Secondary credit = 3 IHE Semester hours. Credits less the 3 will be converted proportionately). Students cannot take beyond 30 credit hours in an academic year and no more the 120 credit hours in high school. Parents and students must attend the CCP meeting in mid-February/March offered by the district in order to participate in this program. All CCP applications must be submitted by April 1<sup>st</sup> and student/parents must attend the CCP meeting to participate in CCP. Students/parents also need to meet with the school counselor to discuss any additional requirements that must be met in order to participate. All students who ONLY attend a CCP college MUST take at the equivalent of five Carnegie units (5 high school credits) throughout the entire year. College Credit Plus courses are weighted the same as AP classes and all materials and textbooks must be sold back to the bookstore for credit to CLSD no later than 5 days after the last day of class. If not returned, the full price of the book will be added to your school fees. Financial obligation will default to the student/parent if the student withdraws from the course or otherwise fails to complete the course. If, after graduating from high school, a student enrolls in a college or university in which he or she was enrolled under this program, the college or university must award full credit for any course the student successfully completed under this program. If you are interested in more information about or Post-Secondary Enrollment Options, please see the building principal or guidance counselor. They will give you a copy of the district policy.

## **RESIDENCY VERIFICATION**

We reserve the right to require verification of residency (proof of residency consisting of a deed, building permit, rental agreement, tax statement, voter registration card, or completion of [Form 5111 F2a](#), or [Form 5111 F2b](#)).

## **SCHOLARSHIP INFORMATION**

Many scholarships are available each year for students planning to continue their education. Information about these scholarships is available from the guidance office any time during a student's high school career. Students should make sure they take all the CORE courses as recommended by the Ohio Board of Regents to ensure they qualify for scholarships based on test scores and college requirements. Students who do not take the recommended courses usually do not score well, and in many cases if they don't take the CORE classes, they don't get admitted to the college or the programs of their choice. Students and parents should check on the following for the majority of the scholarships and financial aid that is available to assist in helping to pay for a college education.

- Place of employment: Parents and students
- Union organizations to which you belong
- Church – talk to pastor
- Clubs and organizations to which you belong: Parents and students
- Locate colleges that have a co-op program
- Write to 8 or 10 colleges and ask for all the information they have on scholarships and financial aide.
- File the F.A.F.S.A. (Financial Aid form)
- File the O.I.G. (Ohio Instructional Grant)
- Learning Disabilities and Handicapped Students check with B.V.R.
- Orphans of war veterans or if a parent was deceased or disabled while in the service
- Write to Department Heads of Colleges
- Check local newspapers for scholarships
- Check the Scholarship Books and files that are available in the guidance office.
- List of Local Scholarships – For a complete list of scholarships, please visit the guidance department

## **WORK PERMITS**

Work permits will be issued through the high school office. During the summer, they can be obtained through the Superintendent's' Office. The paperwork must be completed in entirety and have all signatures before we will begin the process.

## **WITHDRAWAL FROM SCHOOL**

Students withdrawing from school because they are moving from the district, or for some other reason, must inform the Principal's office. On the final day of attendance, they must report to the Guidance Office before starting class to pick up a withdrawal form. Failure to comply with this regulation will result in the school not releasing transcript information. Parents must come to the high school in order to sign the release of information form. ALL FEES MUST BE PAID AND BOOKS/SCHOOL ISSUED MATERIALS/ETC. RETURNED BEFORE WITHDRAWAL IS CONSIDERED COMPLETE. COMPLETE RECORDS WILL NOT BE RELEASED UNTIL A REQUEST FROM THE STUDENTS NEXT EDUCATIONAL SITE IS RECEIVED.



# Lockland Local Schools

2017-2018

## Code of Conduct K-12



L O C K L A N D P . R . I . D . E .

**P**ERFORMANCE **R**ESPECT **I**NTEGRITY **D**ETERMINATION **E**FFORT

Lockland Local School District's discipline procedure is based on Ohio law and corresponds with the Ohio Revised Code. This document was derived from the national PBIS model created by SWIS Behavioral Definitions. For additional information, contact the Lockland Central Office at 513-563-5000 or go to the Lockland School District website at [www.locklandschools.org](http://www.locklandschools.org).

## SUPERINTENDENT'S MESSAGE

Welcome to Lockland Local School District. This is your school district! It belongs to every student, every parent, and every staff member. Our Positive Behavior Interventions and Supports (PBIS) Handbook was created to promote and maintain a safe and orderly educational community that keeps students in school, engages them in learning, and fosters each student's social development.

The ultimate goal of the staff, the PBIS Committee, Building Leadership Teams, and the families is to make the Lockland Local School District one of the best small urban districts in the nation by creating and maintaining a student-oriented environment.

You can help us reach this goal by:

- Sending your child to school on time each day
- Making sure you read all information sent home
- Assisting with homework
- Making sure your child gets enough rest
- Making arrangements to visit your child's classes
- Signing your child's plan book daily
- Attending Parent/Teacher conferences
- Joining the Parent Teacher Organization/Association (PTO/A)
- Actively supporting district fundraising
- Maintaining contact with your child's teacher(s)
- Contacting the school whenever questions/concerns occur
- Ensuring that your child wears appropriate clothing (See Student Handbook)

Creating and maintaining Positive Behavior Interventions and Supports is essential to supporting the academic, behavioral, and overall growth of our students. It is essential to the culture of our staff and families as well.

*Coming together is a beginning.*

*Keeping together is progress.*

*Working together is success.*

- Henry Ford

Primary emphasis is placed upon the ability of students to exercise self-discipline resulting in acceptable school behavior. Our school stresses proper behavior in school, which leads to an atmosphere and attitude conducive to the maximum educational growth of all students.

While our expectation for good, self-disciplined behavior is high at Lockland Local School District, we do believe that positive reinforcement is a best practice. In addition to the teachers' use of positive reinforcement strategies within the classrooms, we provide a variety of practices to help our students be successful in acquiring acceptable behavior.

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This document has been developed and supported through the efforts of the Lockland District PBIS (Positive Behavior Interventions & Supports) Committee, the Lockland Building LEA Representatives, and the Lockland Leadership Teams.

## **STUDENT CONDUCT**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform to school regulations and accept directions from authorized school personnel. The Lockland Local Schools' Board takes a strong stance on violent and disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to the district and state-approved student discipline procedures.

Outlined in the Code of Student Conduct are the rules and regulations which students are subject to while in school or participating in any school-related activities. The Code of Student Conduct also applies to conduct outside of school when it targets a student, school employee, official, or volunteer or when it creates a fear of a specific and significant disruption of school.

This information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. Any violations of the Code of Student Conduct are subject to disciplinary action. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Code of Student Conduct, school personnel, students, or parents should report the student to the appropriate administrator. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student may be expelled for up to one calendar year if he/she commits an act that inflicts serious physical harm to persons or property if the act was committed at school, on other school property, or at a school activity, event, or program.

## **SEARCHES OF STUDENTS AND PROPERTY**

The district conducts random searches of the students to prevent illegal drugs, weapons or contraband in the school and to provide an environment that is conducive to learning and protects the health and safety of the school community. The goal behind a random search is to maintain safe schools and to safeguard the safety and well-being of the students in our care.

Students may be subject to searches by metal detectors, by hand, and/or by trained canine on a random basis (by class/location) or with reasonable suspicion by district administrators or district personnel.

The district may search the following:

- a student's outer clothing, coats/jackets, pockets, book bags, or other property including purses
- a student's locker
- a vehicle driven to school by a student and parked on school property

Students have no expectation of privacy in cell phones or electronic devices brought to school (iPod, iPad, digital cameras, etc.). If there is reasonable suspicion that a search will reveal a violation of school rules, cell phones and other electronic devices may be confiscated and searched, including searching calls, e-mails, texts, contacts, pictures, and other communications or Internet access.



## **HAZING AND BULLYING**

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing, bullying, and/or dating violence does not lessen the prohibition contained in this policy. This is detailed further in the Ohio Revised Code (ORC) 2307.44.

Bullying, harassment, or intimidation is intentional written, verbal, or physical acts that a student has exhibited toward another particular student more than once so that 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. Bullying, harassment, or intimidation also includes violence within a dating relationship.

Hazing, bullying, harassment, and intimidation are strictly prohibited. Prohibited activities of any type, including those activities engaged in via computer, tablet and/or electronic communications devices (including cellular telephones, smartphones, personal communication devices, PDAs, and other electronic communications devices), are inconsistent with the educational process and are prohibited at all times, including at any time on school property, on school buses, and at school-sponsored events. No student, including leaders of student organizations, may plan, encourage, or engage in any hazing and/or bullying.

Students may report incidents of bullying to school personnel. Reports may be anonymous. School personnel aware of prohibited incidents must report these incidents to the school principal or the principal's designee. The incident will be documented and investigated in accordance with district policy. Deliberately false reports of bullying, harassment, or intimidation are prohibited, and a student may be disciplined for making a false report of this nature. The custodial parent or guardian of any student involved in a prohibited incident will be notified and, to the extent permitted by law, will have access to any written reports pertaining to the prohibited incident.

Administrators, teachers, other employees, and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with state law. Pursuant to the school disciplinary policy, a student engaging in prohibited bullying, harassment, or intimidation (including prohibited conduct via computer and/or electronic devices) will receive discipline, up to and including suspension and expulsion. Any discipline for harassment, intimidation, or bullying shall not infringe on any student's right under the First Amendment of the Constitution of the United States.

## **SEXUAL HARASSMENT**

All persons associated with this district, including administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. District policy prohibits sexual harassment in any form and outlines complaint procedures which are available to victims as well as disciplinary penalties that could be imposed for offenders.

Definition of student-on-student or employee-on-student sexual harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is so severe, pervasive, and objectively offensive, that it undermines and detracts from the educational experience, so that an individual is effectively denied equal access to the District's resources and opportunities.

The Grievance Officer: The Head Principal and/or the Pupil Services Director are the appointed sexual harassment grievance officers vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedure set forth in district policies. Any member of the school community who believes that he/she has been subjected to sexual harassment shall report the incident to a Grievance Officer at 563-5000. Sexual matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

## Behavioral Expectations and Examples

### 1. Performance

**To accomplish a given task with a standard of accuracy and completeness.**

Example:

- *Compose an essay with minimum grammatical and mechanical errors.*

### 2. Respect

**To treat others the way you want to be treated.**

Examples

- *Be respectful to all adults, listen and follow the directions of school staff.*
- *Be respectful toward property. Take care of school materials.*
- *Be respectful to peers. Use polite words and resolve conflicts in a positive manner.*

### 3. Integrity

**The quality of behaving in an honest and ethical manner.**

Examples:

- *Not looking at or copying someone else's work on a test.*
- *Turning in money to the office that you found in the hall.*

### 4. Determination

**To not give up or quit in a given situation.**

Examples:

- *To memorize multiplication facts.*
- *To read daily until you finish a novel or book.*
- *To learn a foreign language.*

### 5. Effort

**Activities undertaken by one or more people in order to achieve a particular goal.**

Examples:

- *Rewriting a paper for a better grade.*
- *Correcting your test questions.*
- *Rereading a passage until you comprehend it.*



## Corrective Strategies for *Category I* Offenses

District wide Expectations What's Expected of Students	Expected Behavior What Students Should Do	Infractions of Expectations What Students Should Not Do	Choices to Address Student Infractions These are not intended to be the only choices.*
P E R F O R M A N C E  R E S P E C T  I N T E G R I T Y  D E T E R M I N A T I O N  E F F O R T	- Follow directions - Obey rules - Respect others	Disobedient / Disrespectful Behavior	<ul style="list-style-type: none"> <li>• Re-teach the behavioral expectations</li> <li>• Give student a verbal warning</li> <li>• Have the student choose a method of apologizing or making amends to those harmed or offended</li> <li>• Provide a reflective activity</li> <li>• Give student a timeout alternative</li> <li>• Require the student to complete a community service task</li> <li>• Contact Parent for additional support</li> <li>• Detention, during which the student completes work</li> <li>• Restitution</li> <li>• Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</li> <li>• Schedule a Parent Conference</li> <li>• Refer to Response to Intervention Team</li> <li>• Loss of privilege</li> <li>• In-school suspension time, during which school work is completed</li> <li>• Removal from school</li> <li>• Bus suspension</li> <li>• Suspension from school</li> </ul>
	- Treat others the way you want to be treated - Respect others	Disruptive Behavior	
	- Follow Directions - Obey Rules	Dress Code Violation	
	- Use appropriate communication - Respect others	Inappropriate Language	
	- Do what is right, even when others are not looking	Lying/Cheating	
	- Do your own work - Do what is right, even when others are not looking - Obey rules	Plagiarism	
	- Come to school on time - Stay at school for the entire allocated time	Tardy / Early Dismissal	
	- Follow directions - Obey rules - Respect others	Technology Violation	

Administration reserves the right to make changes to the consequences based on the details of the individual incidents.



## Corrective Strategies for *Category II* Offenses

District wide Expectations What's Expected of Students	Expected Behavior What Students Should Do	Infractions of Expectations What Students Should Not Do	Choices to Address Student Infractions These are not intended to be the only choices.*
P E R F O R M A N C E  R E S P E C T  I N T E G R I T Y  D E T E R M I N A T I O N  E F F O R T	- Treat others the way you want to be treated - Respect others	Abusive Communication	<ul style="list-style-type: none"> <li>• Re-teach the behavioral expectations</li> <li>• Give student a verbal warning</li> <li>• Have the student choose a method of apologizing or making amends to those harmed or offended</li> <li>• Provide a reflective activity</li> <li>• Give student a timeout alternative</li> <li>• Require the student to complete a community service task</li> <li>• Contact Parent for additional support</li> <li>• Detention, during which the student completes work</li> <li>• Restitution</li> <li>• Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</li> <li>• Schedule a Parent Conference</li> <li>• Refer to Response to Intervention Team</li> <li>• Office referral</li> <li>• In-school suspension time, during which school work is completed</li> <li>• Removal from school</li> <li>• Bus suspension</li> <li>• Suspension from school</li> <li>• Expulsion from school</li> <li>• File charges if law is broken</li> </ul>
	- Respect others' property	Destruction/Damage of Property	
	- Treat others the way you want to be treated - Respect others - Keep your hands and feet to yourself	Fighting	
	- Follow the school rules and state laws - Respect others	Gang Activity	
	- Treat others the way you want to be treated - Respect others - Keep your hands and feet to yourself	Harassment/Bullying	
	- Treat others the way you want to be treated - Respect others - Keep your hands and feet to yourself	Physical Aggression	
	- Treat others the way you want to be treated - Respect others - Keep your hands, feet and body to yourself	Sexual Harassment/Misconduct	
	- Follow directions - Obey rules - Respect others	Stealing/Theft/Forgery/Impersonation	
	- Follow the school rules and state laws - Respect yourself and others	Tobacco Abuse/Paraphernalia	
	- Only go in areas where staff are present - Follow the school rules and state laws	Trespass / Loitering	
	- Attend school everyday - Attend class everyday	Truancy	

Administration reserves the right to make changes to the consequences based on the details of the individual incidents.





## Corrective Strategies for *Category III* Offenses

District wide Expectations What's Expected of Students	Expected Behavior What Students Should Do	Infractions of Expectations What Students Should Not Do	Choices to Address Student Infractions These are not intended to be the only choices.*
P E R F O R M A N C E	- Follow the school rules and state laws - Respect yourself and others	Alcohol	<ul style="list-style-type: none"> <li>• Re-teach the behavioral expectations</li> <li>• Give student a verbal warning</li> </ul>
	- Treat others the way you want to be treated - Respect others - Keep your hands and feet to yourself	Assault on Staff/Student	<ul style="list-style-type: none"> <li>• Have the student choose a method of apologizing or making amends to those harmed or offended</li> <li>• Provide a reflective activity</li> </ul>
R E S P E C T	- Follow the school rules and state laws - Respect others	Bomb Threats/False Alarm	<ul style="list-style-type: none"> <li>• Give student a timeout alternative</li> <li>• Require the student to complete a community service task</li> </ul>
I N T E G R I T Y	- Follow the school rules and state laws - Respect others	Combustibles	<ul style="list-style-type: none"> <li>• Contact Parent for additional support</li> <li>• Detention, during which the student completes work</li> </ul>
	- Follow the school rules and state laws - Respect yourself and others	Drugs	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</li> </ul>
D E T E R M I N A T I O N	- Treat others the way you want to be treated - Respect others	Extortion	<ul style="list-style-type: none"> <li>• Schedule a Parent Conference</li> </ul>
	- Follow the school rules and state laws - Respect yourself and others	Pornography	<ul style="list-style-type: none"> <li>• Refer to Response to Intervention Team</li> <li>• Office referral</li> </ul>
E F F O R T	- Treat others the way you want to be treated - Respect others - Keep your hands, feet and body to yourself	Sexual Assault	<ul style="list-style-type: none"> <li>• In-school suspension time, during which school work is completed</li> <li>• Removal from school</li> <li>• Bus suspension</li> </ul>
	- Follow the school rules and state laws - Respect yourself and others	Weapons	<ul style="list-style-type: none"> <li>• Suspension from school</li> <li>• Expulsion from school</li> <li>• File charges if law is broken</li> </ul>

Administration reserves the right to make changes to the consequences based on the details of the individual incidents.



# Definition of Terms for Category I Offenses

Students will receive consequences and corrective instruction when they commit, attempt to commit, aid or abet in the commission, conspire to commit, or participate in any manner (even if not completed) in any of the offenses designated in this section.

In most instances, Category I infractions will be corrected by the teacher or supervising adult. If a pattern of these offenses persists, a corrective behavior plan may be necessary and students may be referred to an administrator. When there is a high incidence of Category I offenses, the support team will provide or arrange for assistance to create a positive behavior setting.

Any Category I offense can be upgraded to a Category II or Category III offense depending on the circumstances.

## **Disobedient/Disrespectful Behavior**

Students are expected to do what the school staff tells them to do. School staff includes administrators, teachers, paraprofessionals, secretaries, custodians, bus drivers, lunchroom workers, and school volunteers. Disobedient behavior is defined as when a student engages in brief or low-intensity failure to respond to staff requests or when a student engages in the refusal to follow directions, talks back, and/or delivers socially rude interactions.

## **Disruptive Behavior**

Students are expected to follow the district and school behavior expectations. Students must not interrupt the learning of others or behave in a manner that causes disruption to the school environment. Disruptive behavior is defined as when student engages in inappropriate disruption. This can include, but is not limited to, talking out, making noises, yelling out, throwing small objects, horse playing, unauthorized out-of-seat behaviors, or any activities that are distracting one or more classmates.

## **Dress Code Violation**

Students are expected to dress in a manner that does not take away from the learning environment in the classroom or in the school. A dress code violation is defined as when a student wears clothing that is near, but not within, the dress code guidelines defined by the school/district, or when a student wears clothing that does not fit within the dress code guidelines practiced by the school/district. This includes, but is not limited to, inappropriate symbols, signs, showing inappropriate body parts, or any other distracting items.

## **Inappropriate Language**

Students are expected to be respectful of others. Inappropriate language is defined as when a student engages in low-intensity instances of inappropriate language. An example might include name calling, verbal put-downs, or gestures that do not promote positivity.

## **Lying/Cheating**

Students are expected to be truthful and show integrity when engaging in any school related activities. Lying is defined as when a student delivers a message that is untrue and/or deliberately violates rules. Cheating is defined as when a student does not do their own work through dishonesty, deceit, or by any other means other than those authorized by the teacher.

## **Plagiarism**

Students are expected to do their own work. Students can collaborate and take information from others as long as the student acknowledges this in his/her work. Plagiarism is defined as taking someone else's work or ideas and passing them off as one's own.

## **Tardy/Early Dismissal**

Students are expected to be at school on time and ready to learn. Tardy is defined as when a student arrives at class after the bell (or signal that class has started). Early Dismissal is defined as when a student is signed out or leaves prior to the official end of the school day.

## **Technology Violation**

Students are expected to focus on academics when they are at school. A technology violation is defined as when a student engages in non-serious or inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, tablet, and/or computer. The district, the schools, or the employees do not take responsibility for damaged, missing, or lost personal electronic communication devices.

# Definition of Terms for Category II Offenses

Students that commit, attempt to commit, aid or abet in the commission, conspire to commit or participate in any manner (even if not completed) in any of the offenses designated in this section will be required to participate in activities designed to prevent repetition of the offenses. Teachers or supervising adults may choose corrective strategies for Category II infractions that include, but are not limited to, teacher-assigned consequences, detention, or referral to school administrators. Students may be recommended for in-school suspension, emergency removal from school, suspension from school, and other consequences designed to stop the unwanted behavior. Any Category II offense can be upgraded to a Category III offense depending on the circumstances.

## **Abusive Communication**

Students are expected to be respectful of others. Abusive communication is defined as when a student delivers a message that includes, but is not limited to, swearing, name-calling, notes, or the use of words, gestures, or images in an inappropriate way.

## **Destruction of Property/Property Damage**

Students are expected to respect Lockland Local School District's, their own, and other's property. Destruction of property is defined as when a student participates in an activity that results in destruction or disfigurement of property. This can take place on any district-owned property or at any, district-sponsored event, even if the event is not located on district-owned property.

## **Fighting**

Students are expected to solve disagreements peacefully or with the support of a staff member. Fighting is defined as when a student participates in an incident involving physical violence.

## **Gang Activity**

Students are expected to engage in safe and respectful relationships with peers and staff. Gang activity is defined as when a student uses gesture, dress, and/or speech to display affiliation with a gang. Gangs are defined as a group of two or more people organized for the purpose of engaging in activities that threaten the safety of the general public and the Lockland Local School District's educational mission. Gang activities include, but are not limited to:

- Wearing/displaying clothing, colors, insignia, or any paraphernalia that intentionally identifies the student as a gang member or a supporter of a gang.
- Using words, phrases, written symbols, or gestures that intentionally identify a student as a member or as a supporter of a gang.
- Engaging in activity or discussion promoting gangs by two or more persons.
- Recruiting students for gangs or anti-social behavior.

## **Bullying/Harassment**

Please refer to the information in the beginning of this handbook for definitions and additional details. Students are expected to be respectful of others. Bullying is defined as when a student delivers direct, repetitive, and/or intentional disrespectful messages/communications\* (verbal, written, or as a gesture) to another person that includes threats and intimidation, through obscene gestures, pictures, written notes, or by any technology means (text, e-mail, instant messages, social media, Facebook, Twitter, etc.).

Harassment is the delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. Harassment is defined as the continued unwanted actions of a student(s) that can include threats or demands and the purpose is to make some fearful or anxious. Harassment is a form of discrimination and will be treated the same.

\*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters. Any verbal and/or physical gestures/contact of a sexual nature to another student/adult are included in this definition.

## **Physical Aggression**

Students are expected to solve disagreements peacefully or with the support of a staff member. Students are expected to respect their peers, themselves, staff, and visitors to the school. Physical aggression is defined as when a student engages in actions involving serious physical contact (e.g., hitting, punching, pushing, shoving, hitting with an object, kicking, hair pulling, scratching, etc.). This action includes when one student is the aggressor and another student is passively involved in the altercation.

## **Sexual Harassment/Misconduct**

Students are expected to protect the safety and respect the rights of others. Students must not make comments, gestures, notes, or by any other means communicate messages of any sexual nature that might offend or be distasteful to another person. Sexual Misconduct is defined as a range of behaviors of a sexual nature that is with or without consent that creates an unwanted, unnecessary, hostile, or offensive learning environment. This may include consensual kissing, touching, comments, and/or gestures of a sexual nature.

Sexual Harassment is defined as unwelcomed and non-consensual comments, remarks, advances, and other verbal and physical conduct that creates a hostile or offensive learning environment.



## **Stealing/Theft/Forgery/Impersonation**

Students are expected to respect the property of the Lockland Local School District and others. Stealing/theft/forgery is defined as when a student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission. Impersonation is defined as when a student acts or pretends to be another person for the purpose of fraud, getting out of trouble, getting someone else in trouble, or for their entertainment at another's expense.

## **Tobacco Abuse/Paraphernalia**

Students are expected to respect the health and wellness of others by following the state laws designated in the Ohio Revised Code. Tobacco abuse is defined as when a student is in possession of tobacco, using tobacco, distributing tobacco, or purchasing tobacco. Possession of tobacco paraphernalia is not allowed at school, on the district property, or at school events. This is detailed further in the Ohio Revised Code (ORC) 2151.87

## **Trespass/Loitering**

Students are expected to remain in appropriate school locations under the supervision of staff. Students are to follow the district and school rules in regards to school property.

## **Truancy**

Students are expected to be at school on time, in class, and ready to learn. Truancy is defined as when a student receives an unexcused absence for ½ day or more. This is also defined as when a student leaves, misses class, or leaves school premises without permission.

Examples of excused absences include, but are not limited to, the following:

1. Personal illness with a note from home or doctor
2. Doctor/Dentist appointment with a note from the doctor/dentist
3. Serious illness of immediate family requiring student's presence (w/ a doctor's note)
4. Death in the family
5. Appearance in court – both traffic and civil
6. Attendance at religious functions. A written notice is requested

\* Student has the opportunity to make up work without additional penalty.

Students are allowed seven excused absences per year with a parent/guardian note. Students with more than seven absences will be excused only if verified through a doctor's note.

Examples of unexcused absences include, but are not limited to, the following:

1. Work at home with the parents' knowledge. This includes taking care of an ill member of the family.
2. To get shots or health records if ordered by the school
3. Any absence without the knowledge of the parents
4. Car trouble or no ride
5. Alarm clock did not go off

Administration reserves the right to make changes to the consequences based on the details of the individual incidents.

# Definition of Terms for Category III Offenses

The principal, finding a student that committed, attempted to commit, aided or abetted in the commission of, conspired to commit, or participated in any manner (even if not completed) in any of the offenses designated in this section, will submit a recommendation to the superintendent that the student be referred for expulsion.

Lockland Police may be informed of any Category III offenses. Possible criminal charges may be pursued.

## **Alcohol**

Students are expected to respect their health and wellness by following the state laws designated in the Ohio Revised Code. Alcohol infringement is defined as a student being in possession of alcohol, selling alcohol, distributing alcohol, using alcohol, or being impaired by alcohol.

## **Assault on Staff**

Students are expected to get help from staff when needed to solve problems non-violently. Students may not physically confront a staff member. If a student is concerned about his/her treatment from a staff member, the student is responsible for reporting his/her concern to another staff member. Assault on staff is defined as, but is not limited to, when a student hits, kicks, shoves, pushes, or otherwise causes physical harm to a staff member.

## **Assault on Student**

Students are expected to get help from staff when needed to solve problems non-violently. Students may not physically attack another person. Assault on a student is defined as, but is not limited to, when a student hits, kicks, shoves, or otherwise causes physical harm to another. Physical assault includes attacking, pushing, striking, or violently beating a defenseless person.

## **Bomb Threats/False Alarms**

Students are expected to follow the laws regarding the safety of students, visitors, and staff. Students must not set off a fire alarm at any time unless there is an emergency. Destroying or damaging a fire alarm is prohibited. Tampering with the fire alarm includes setting off the squeal alarm (plastic box) or the actual alarm when there is not an emergency. Students must not make bomb threats by written, verbal, text, social media, or any other means against any school building. Bomb threats are defined as when a student delivers a message of possible explosive materials or pending explosive materials on campus or near campus. See Ohio Revised Code 3313.661.

## **Combustibles**

Students are expected to follow the laws regarding the safety of students, visitors, and staff. Combustibles are defined as substances/objects readily capable of causing bodily harm and/or property damage (such as matches, lighters, firecrackers, gasoline, lighter fluid, or the like). It also includes when a student plans and/or participates in malicious burning of property.

## **Drugs**

Students are expected to respect their health and wellness by following the state laws designated in the Ohio Revised Code. A student may not be in possession of illegal drugs/substances/paraphernalia, selling any drugs/substances/paraphernalia, distributing any drugs/substances/paraphernalia, using illegal drugs/substances/paraphernalia, or being under the influence of illegal drugs/substances.

Prescribed or over-the-counter medicine is for the student's use only and must be submitted to the school nurse upon arrival at school. The prescribed over-the-counter medication is permitted in school only with permission from parents and with the written authorization and supervision of the doctor.

## **Extortion**

Students are expected to respect their peers and others. Students must accept "no" for an answer when making a request of another person. Extortion is defined as when a student gets money or a promise by using threat or force. A student must not make a person do anything he or she does not want to do by using threat or force.

## **Pornography**

Students are expected to protect the safety and respect the rights of others. Students may not take, text, e-mail, distribute, or share any explicit images, photos, drawings, multimedia, or videos. Students may not attempt to access pornographic material through the Internet or any devices that are able to access the Internet (computers, tablets, iPads, laptops, smart phones, cellular phones, etc.).

## **Sexual Assault**

Students are expected to protect the safety and respect the rights of others. Students must not sexually attack or sexually abuse another person. This is also defined as unwanted touching.

## **Weapons**

Students are expected to bring only approved academic school supplies to school. Students must not bring, possess, handle, transmit, or use a weapon. Students may not be in possession of knives, guns (real or look-alike), or other objects readily capable of causing bodily harm. Weapons include, but are not limited to, knives, firearms, razors (of any kind), defensive weapons (mace, stun gun, Taser), or other items (hammer, box cutters, baseball bats, chains, tattoo paraphernalia, bullets). School supplies such as a compass, scissors, pens, etc., must not be used as a weapon.

Administration reserves the right to make changes to the consequences based on the details of the individual incidents.

The Lockland Local School District works with families to support students and to make genuine efforts to keep students in school and engaged in learning!

**What families can expect:**

**Steps following student misbehavior:**

When the principal finds a student has committed an offense, the principal, other school administrator, or administrator-designee will:

1. Investigate the incident, including meeting with the student and others involved to allow them to explain the situation.
2. Notify the family if a corrective strategy is used.
3. If a suspension or expulsion is warranted, send a letter to the family explaining the incident and the consequence given.

**Actions families can take:**

1. Ask for a meeting with the principal to discuss the decision and to request information about the investigation or the appeal process.
2. To appeal a consequence of suspension or expulsion, you must write to the district's Superintendent stating the reason for the appeal and submit it to the building administrator within 10 days of the infraction.
3. The letter will be forwarded to the responsible supervisor, who will make a final decision on the suspension/expulsion.



## Possible Lockland Local School District Consequences

These consequences are not intended to be the only choices nor are they sequential. The goal of any consequence is to change or stop the unwanted behavior.

**Re-Teach the Behavioral Expectation** – Students are offered the opportunity to be taught the expected behavior by modeling, verbal reminder, and written example from the teacher. Students' understanding and following correction can stop additional consequences from occurring.

**Verbal Warning** – Students are offered the opportunity to change the unwanted behavior by a verbal warning from the teacher. Many times this warning can stop additional consequences from occurring.

**Student Conference** - Consequence for referral results in student meeting with administrator, teacher, and/or staff member (in any combination).

**Apology/Make Amends** - Students are offered the opportunity to show remorse and make amends for the unwanted behavior. This action can often stop any further consequences from occurring.

**Timeout** - Consequence for referral results in student spending time in a specified area away from scheduled activities/classes. The students will be offered academic work, or they will be provided with a reflective activity to encourage the unwanted behavior to stop.

**Community Service** - Consequence for referral results in involvement in community service activities or projects.

**Loss of Privilege** - Consequence for referral results in student being unable to participate in some type of privilege.

**Time with Administrator** - Consequence for referral results in student spending time in an area away from scheduled activities/classes.

**Lunch Detention** - Consequence for referral results in student missing lunch-time recess.

**Parent Contact** - Consequence for referral results in parent communication by phone, email, or person-to-person about the problem.

**Detention** - Consequence for referral results in student attending classes before or after school.

**Restitution** - Consequence for referral results in apologizing or compensating for loss, damage, or injury; community service.

**Parent Conference** - Consequence for referral results in student meeting with administrator and/or teacher and parent.

**In-School Consequence** - Consequence for referral results in a period of time spent away from scheduled activities/classes during the school day.

**Behavior Plan** – Consequence for referral results in student receiving an individualized plan specifically related to the student's concerning behaviors.

**Emergency Removal** - Consequence for referral results in a period of time when student is not allowed on campus. Emergency Removal can be used if the student is an ongoing threat of disruption or if the student's presence poses a danger to people or property.

**Bus Suspension** - Consequence for referral results in a period when student is not allowed on the bus.

**Suspension** - Consequence for referral results in a 1-10 day period when student is not allowed on campus.

**Expulsion** - Consequence for referral results in student being dismissed from school for 11 or more days.

**File Criminal Charges** – If a law is broken, the school officials may decide to press criminal charges.

**Other Decision** - Consequence for referral results in administrative decision that is not listed. Staff using this area will specify the administrative action taken.

Administration reserves the right to make changes to the consequences based on the details of the individual incidents.

Dear Parents/Guardians and Students,

This Student Code of Conduct includes important policies and procedures pertaining to the safe operation of schools in the Lockland Local School District for the 2017-2018 school year.

Please carefully review these policies and the information provided in this handbook regarding the release of directory information, the use of student likeness in the media, the release of a student's name and address to military recruiters, and the refusal of consent for a student's photo to be printed in the yearbook.

The Computer Network Agreement form below must be completed for each student and returned to your child's school office along with the acknowledgement of receipt page at the end of the handbook by **Friday, August 18, 2017**.

\*\*\*\*\*

### Acknowledgement of Receipt and Reading of the Lockland Local Schools Student Code of Conduct

I/We, \_\_\_\_\_, the parent(s) of (student name) \_\_\_\_\_, have read and understand the Lockland Local Schools Student Code of Conduct with its guidelines and regulations, and we agree to its terms and conditions. We confirm our child's intentions to abide by the Student Code of Conduct and conditions therein. Please return to the school signed by **Friday, August 18, 2017**.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature (if 18 years of age)

\_\_\_\_\_  
Date

\*\*\*\*\*

### Computer Network Agreement

I/We, \_\_\_\_\_, the parent(s) of (student name) \_\_\_\_\_, have read and understand the computer policy and its guidelines and regulations, and we agree to its terms and conditions. We confirm our child's intentions to abide by the terms and conditions therein, & we agree to supervise our child's use of the computer network from home or outside of the school.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature (if 18 years of age)

\_\_\_\_\_  
Date

## **5771 - SEARCH AND SEIZURE**

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, during a random search or whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are authorized to conduct legal searches of students and their property, and school-owned property such as lockers, providing proper notice has been posted in the locker areas and in the student handbook and presented to parents/guardians at the beginning of each academic year.

Random or Systematic Searches are conducted in a random and systematic manner, without specific suspicion, to keep students from bringing contraband or weapons to school. The method of the search is predetermined and random in nature, prohibiting race and gender bias. Once the random method is selected and the search is begun, it is not changed unless reasonable suspicion occurs. Some examples of random search methods include: locker searches, students caught in a hall sweep, selected classrooms, and vehicles in the parking lot.

District personnel shall be trained in the use of hand-held metal detectors. In a random search, if the device is activated, the individual will be asked to remove any metal objects. If the device is activated a second time, the individual can be searched again.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to an administrator who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by an administrator in the presence of the student and a staff member other than the administrator. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

An administrator shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The administrator conducting the search shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

R.C. 3313.20

U.S. Constitution, 4th Amendment

## Lockland Local School District Student Dress Code

Part of the total education of the students is learning to dress appropriately and behave responsibly in a variety of situations. Students are expected to dress in a manner appropriate to the school environment and which does not cause a disruption or disruption to the academic environment and does not endanger anyone's safety, health, or physical well-being. Research has shown a correlation between appearance and behavior, especially in the school setting. Examples of appropriate and inappropriate dress and/or grooming are listed herein; this is not intended to be an all-inclusive list. It must be understood that final interpretations of appropriate dress and grooming will reside with the building administrators and/or designees such as staff.

These regulations will assist parents, students, faculty and administrators in determining appropriate student standards for dress while at school or school-sponsored activities.

1. Parents and students maintain responsibility for students' dress and personal appearance.
2. When dress or grooming interferes with the cleanliness, health, welfare or safety of students, or when dress or grooming disrupts the educational process by being distracting, indecent or inappropriate to the educational process, it is prohibited.
3. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require a stricter set of standards regarding dress and appearance for participants in their program or activity.
4. The principal, with the assistance of the staff, has the responsibility to uniformly administer the dress code. The decision of the principal is final.
5. As new trends in fashion or dress emerge or become out of date, the District reviews and revises the dress code to reflect the standards of the community.

Students shall observe general guidelines for dress and appearance including:

1. Lower body articles of clothing must be hemmed and must cover the body from the waist to the middle thigh; students are not permitted to wear short-shorts, biker pants, or miniskirts. Form fitting shorts are not allowed during the school day;
2. Biking pants, tights, yoga pants or spandex are not permitted in isolation; if worn, they must have a skirt, shorts, or a dress to cover them;
3. Lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed;
4. Upper body articles of clothing should cover the body from shoulders to waist; shirts exposing the midriff at any time will not be acceptable. (low neck and arm openings will be considered as long as no cleavage is visible);
5. Shirts straps must cover the span across the shoulder (at least 3 inches wide); tank tops, spaghetti straps, muscle shirts, or garments that go beyond the shoulder are not permitted;
6. Hats, head coverings, headgear, bandanas and sunglasses are not to be carried to, or worn in, class or the school building (unless directed by a doctor or for religious purposes);
7. Clothing that bears statements, slogans, images, or insignia that are:
  - indecent, obscene, profane, lewd, vulgar or with sexual messages – explicit or implied;
  - harass, threaten, intimidate, demean, suggest violence, or create a reasonable risk of substantial interference of the educational process;
  - advertising, promoting, or depicting alcoholic beverages, tobacco products, illegal drugs, or weapons and that creates a reasonable risk of substantial interference of the educational process, are not permitted;
8. No transparent garments, open mesh garments or garments with large open sides without an underliner;
9. Cutoffs, tattered clothing or clothing with holes in areas in the core of the body or below the waist and above the knee are not permitted;
10. Students must wear shoes to school that are safe and appropriate for the school environment. Sandals must have a strap in back and must have a non-skid sole for safety purposes. No high heels, platform shoes or flip flops are permitted;
11. Heavy chains, studded bracelets, dog collars, and other articles, which may be judged to be potentially harmful to the students and/or could be used as a weapon or destructive to school property will not be permitted;
12. No gang- or cult-related items of any kind; and
13. Articles of clothing meant to be worn outdoors rather than indoors will not be worn during the school day and should be kept in the students' lockers/cubbies unless staff gives permission to be worn. These include, but are not limited to, coats, parkas, jackets, windbreakers, etc.

Any exceptions to this dress code based upon health needs or religious accommodations will be considered upon parental request to the principal.

Violation of the dress code can result in progressive disciplinary actions.

(Approval date: May 24, 2017)

# STUDENT RIGHTS

## **ANNUAL NOTIFICATION OF RIGHTS**

In accordance with Section 99.6 of the resolutions implementing Section 438 of the General Education Act (20 USC 123s), the Board of Education of the Lockland School District provides the following material informing you of: 1) access to and release of information in (your, your son's, your daughters, your ward's) record. 2) the contents of this record; 3) your rights to obtain a copy of this record; 4) the procedure to amend this record; and 5) the location of this record.

- It is the policy of the Lockland School District to insure the confidentiality of the records of past and present students attending Lockland Schools. In order to provide for this, the release of a student's records will only be made to a third party upon written request by parent, guardian, or adult student (a student having reached age 18).
- Contained within (your son's, your daughters, your ward's) file is/are the following: Non-confidential information: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and other similar information.
- Confidential information: scholastic records, achievement test scores, background information, health data on the student beyond that in "a", disciplinary actions, verified reports of serious or recurrent behavior patterns, reports by staff specialists (speech therapist, etc.), reports from outside agencies (psychological assessments, etc.), attendance record, interest inventory results, etc.
- Items in Group labeled (non-confidential information) may be released at the discretion of the building principal and without obtaining your written consent. If there is an objection to such release, it is the right of parent(s), guardian, custodian, and an adult student to request withholding of the information by filing a request with the Records Officer.
- Items in group labeled (confidential information) will not be released to any third party, excluding educational administrative use; without your written consent.
- You may obtain a copy of or review (your son's, your daughters, your ward's) record by contacting the building principal. The school may charge
- If upon inspection you believe the information contained in the record is inaccurate or misleading or violates the student's privacy or other rights, you should contact the principal in charge of building of attendance and request that the record be amended. After deliberation, the district will decide whether to amend the record in accordance with your request. If the district elects not to amend the record in accordance with your request, you will be notified of the procedure to secure a hearing to contest the decision. You may be represented by counsel at the hearing at your expense. If the decision of the hearing officer is that the information is not misleading or inaccurate, you have the right to place a statement commenting on the information and outlining your disagreement in the record. Your comments will be maintained with the records for the life of the record. Any disclosures of the contested portion of the student's record will also include disclosure of your comments.
- Your (daughter's, son's, ward's) record may be obtained through a request to the Principal's Office.
- Copies of the Confidentiality Policy of the Lockland School District may be obtained at the Principal's Office and the Board Office.
- NOTE: If parents do not want their student's picture or name in the paper, they need to contact the school.

## **TITLE IX**

The Lockland School District Board of Education affirms that no person shall, on the basis of sex, race, religion, creed, national origin or handicap, be excluded from participation in, be denied the benefits of or be subjected to discrimination of any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or the designated coordinator. This policy shall prevail in all Board Policies concerning school employees and students.

Lockland Local School District  
Code of Conduct for All Athletes

The Athletic Department believes that our athletic program is a very worthwhile part of the total educational experience offered by the Lockland Local School District. We feel that it is of value, not only to the participants themselves, but also to the entire school and the community in which we live.

The Code of Conduct for All Athletes outlines the general rules that pertain to all those who participate in our athletic programs. These rules and regulations are to be the basis of every coach's code of conduct for his/her athletes. Coaches must use wise judgment in establishing specific rules and regulations that will apply to all team members as well as the disciplinary measures imposed for violations of team rules. Team rules and regulations as well as any punishment for violations should certainly be consistent with this Code of Conduct for All Athletes.

The following are the expectations which apply to all sports at all levels:

1. Student-athletes must always remember that they are governed by the School Districts Code of Suspension, Expulsion and Removal at all times. Suspension from school excludes students from participating in any extracurricular activity whether game or practice during the term of the suspension.
2. Unexcused absences from practice or games will result in a review of the athlete's total performance and he/she may be placed on probation, suspended from the squad for a period of time, removed from the team or be subject to other action(s) deemed necessary and proper by the coach.
3. The use of tobacco, illegal drugs, alcohol, anabolic steroids or illicit performance enhancing chemicals may cause expulsion from the team.
4. Student's hair should be clean and well-groomed and styled in such a manner it does not affect their safety or visibility when participating in a sport. Facial hair (beards, mustaches, etc.) may be prohibited by individual coaches.
5. The wearing of jewelry is prohibited during practices and games.
6. Parents, guardians and students should be aware that participation in any sports activity carries with it a risk of injury or even death in rare cases. Every attempt will be made by the Athletic Department to provide the best and safest equipment and instruct students regarding its proper use. Despite these precautions, those participating must be aware of the potential risks involved. Parents and athletes will be required to read and sign this Code of Conduct for All Athletes and their signature will be evidence of their understanding and agreement.
7. Any student who is removed from a team's roster as a result of disciplinary action or who voluntarily quits a team after the season has begun shall forfeit the right to any awards connected with that sport and is ineligible to participate in other sports or conditioning programs until the conclusion of that sport's season.
8. Any student(s) convicted of breaking community laws may be removed from a team. Any student accused of breaking community laws may be subject to disciplinary action by the head coach until the legal issues have been resolved. The process for an athlete's reinstatement for participation in future seasons will be established by the coach and the school administration.
9. The Administration must be notified prior to removal of a student from an athletic team as a result of any disciplinary action.
10. Students may be suspended by the Superintendent, the Principal or their designee from participating in extracurricular activities for a period of time not to exceed the end of the school year for any violation of the Code of Suspension, Expulsion and Removal. Conduct or violations of posted rules and regulations established by individual coaches.

Note to Coaches: Ohio Revised Code 3313.664 requires that any rules or regulations that could result in a student being suspended or expelled from a team as a result of a violation must be posted in a central location for all to see. It would also be wise to distribute these rules in written form to your team members as early in the season as possible.
11. All equipment issued to an athlete by the coach or the school for a specific sport is to be returned at the conclusion of the season in the same condition as it was issued. The athlete is responsible for the care of all equipment issued to them and must pay for the equipment that is not returned or damaged through their own negligence.
12. Before any item is attached, added to or worn with a uniform that is issued to an athlete for a specific sport, the athlete must secure permission from the coach. Coaches have final decision-making power regarding what constitutes the proper uniform for his/her team.
13. An athlete will be denied participation in a sport from one season to the next if equipment from the previous season is not returned or paid for.
14. Coaches and players represent the Lockland Local Schools when traveling to an away contest. Athletes and coaches should be dressed in such a way as to reflect pride in themselves, their team and their school. Coaches may require a particular dress code to be followed by their team members during the season.



# ELIGIBILITY REQUIREMENTS FOR SCHOOL SPONSORED EXTRACURRICULAR ACTIVITIES

## OHSAA and the Lockland Local School (LLS) Eligibility Guidelines:

Scholarship (Note: LLS Grade Point Average standards are higher than OHSAA minimum standards). Important Note: The Academic Eligibility outlined below applies to all students participating in any school-sponsored athletic or non-athletic extracurricular activity.

Eligibility for each school-sponsored extracurricular activity in grades 7-12 is determined by grades received during the preceding grading period. Semester, final, rubric or summer school grades have no effect on eligibility.

Important Note: OHSAA Bylaw 4-4-7 states that Summer School and other educational options (APEX, "fifth quarter" credit recovery classes, etc.) may not be used to substitute for failure to meet the academic standards during the previous quarter of the school year.

OHSAA Bylaw 4-4-3: The eligibility or ineligibility of a student continues until the start of the fifth day of the next grading period at which time the grades from the immediately preceding grading period become effective. Eligibility or ineligibility begins with the start of the fall season. Students are advised not to change their course schedule or drop a course without first consulting their coach, counselor or athletic administrator to determine whether such a change would affect their eligibility.

OHSAA Bylaw 4-4-1, Exception 3: If a student's failure to meet the requirements of this bylaw are due to an "incomplete" given in one or more courses which the student was taking during the grading period in question, the student may have his or her eligibility restored by the Commissioner's Office once the "incomplete" has been changed to a passing letter grade provided:

- a) the failure to complete the required course work was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and
- b) the incomplete was given in accordance with Board of Education adopted policies and procedures and is applicable to all students in the school; and
- c) the previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade; and
- d) there is no evidence that the "incomplete" was given to afford a student extended time simply to avoid a failing grade.

Note: This exception only applies where an "incomplete" has been issued and not a letter grade that is subsequently changed as a result of the extended time/additional work. Failing grades may not be changed to passing grades to establish academic eligibility.

Grades 9-12: Students who wish to participate in extracurricular activities in Grades 9-12 must be currently enrolled and must have been enrolled in a school during the immediately preceding grading period. During the immediately preceding grading period, the student must have received passing grades in a minimum of five (5) one credit courses or the equivalent which count toward graduation. Each student must also maintain a minimum grade point average (G.P.A.) of no less than 1.5.

Students in Grades 9-12 in the Lockland Local School District who wish to participate in extracurricular activities must maintain a 1.5 Grade Point Average on a 4.0 scale. (All courses will be counted in the cumulative average and quarterly eligibility is independent of the eligibility status of previous quarters.)

## LOCKLAND DISTRICT ACADEMIC REQUIREMENTS:

Students eligible by OHSAA standards with a cumulative G.P.A. of less than 1.5 during the immediately preceding grading period may participate provided they actively participate in identified academic intervention programs as formally established the school. These intervention measures may include weekly eligibility checks, tutoring sessions, study tables, etc. Failure to participate in such intervention programs will result in ineligibility until the conclusion of the quarterly grading period.

Academic ineligibility will result in only one of three ways:

- a) failure to pass a minimum of five (5) subjects that count towards graduation,
- b) a G.P.A. of less than 1.5 or
- c) failure to participate in the school's academic intervention program, if required to do so.

**\*\*There is no provision for mid-term eligibility or Academic Probation. Eligibility is established on a quarterly basis with no exceptions.**

Students who are close to being eligible (only 1 F) may participate in the school's academic intervention program and practice with the team until the next grading quarter is complete. If they bring up their grade and become eligible according to the OHSAA standards, they may begin playing on the team. If they do not become eligible, they must stop attending practice and only attend the school's academic intervention program

Students entering the ninth grade for the first time may participate in extracurricular activities for the first quarter of the school year provided they were enrolled in school during the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects for which the student received grades.

After the first quarter, continued eligibility will be determined by the criteria outlined above pertaining to all other high school students. Eligibility or ineligibility is based solely on quarterly grades from the immediately preceding grading period. Any other grades have no effect on eligibility.

**Grade 7:** A student enrolling in the seventh grade for the first time may participate in extracurricular activities for the first quarter of the school year regardless of past academic performance. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school in the immediately preceding grading period and received passing grades during that grading period in a minimum of five (5) of those subjects in which the student received grades. Eligibility is determined quarterly by grades received during the immediately preceding grading period.

**Grade 8:** Students entering the eighth grade for the first time will have eligibility determined on grades received during the fourth quarter of their seventh grade year until grades are issued at the end of the first quarter of the new school year.

The Board further directs that only those students may participate in the program of interscholastic athletics who have:

- A. maintained a satisfactory academic record;
- B. attended school regularly;
- C. demonstrated good citizenship and responsibility;
- D. returned all school and athletic equipment;
- E. refrained from participation in a contest on a non-interscholastic team, or as an individual in the same sport during the school's season.

**Note:** There is no provision for mid-term eligibility or academic probation. Summer school grades, credit recovery courses, etc. cannot be used for the purpose of establishing eligibility to participate based on grades received during the preceding quarter.

**\*Students should be advised not to change their course schedule or drop a course without first consulting their coach, counselor, athletic administrator or principal to determine whether such a change would affect their eligibility.**

Athletes who are ineligible are to be notified and barred from further participation unless the coach, Athletic Director or Principal feel that the best interests of the student and team will be served by allowing the student to practice with the team. This should only be considered where allowing the student to practice with the team is likely to provide the necessary motivation for the student to regain academic eligibility during the upcoming grading period. Coaches should notify the Athletic Director and/or Principal of their intention to allow an ineligible athlete to practice with their team. We must make every effort to avoid the serious consequences that will arise from participation of ineligible students on any of our teams.