



Liberty-Benton High School

**9190 County Road 9
Findlay, Ohio 45840
(419) 424-5351 Phone
(419) 424-5352 FAX
www.liberty-benton.org**

Student Handbook 2018-2019

| | | | |
|----------------------------|---------------------------------|------------------------------|------------------|
| Principal | Brenda Frankart | Principal's Secretary | Pam Schimmoeller |
| Assistant Principal | Ben Gerken | Office Secretary | Jackie Makowski |
| Guidance Counselor | Tracie Herr | Technology Coord. | Alvin Trusty |
| Athletic Directors | Scott Garlock and Nate Irwin | Transportation Coord. | Matt Cramner |

Phone Numbers

| | |
|--------------------|----------------|
| High School Office | (419) 424-5351 |
| Athletic Director | (419) 422-8721 |
| Transportation | (419) 422-9249 |
| Board of Education | (419) 422-8526 |

Liberty-Benton Local Schools

Vision Statement

Liberty-Benton will strive to be the school of choice for excellence in education.

Liberty-Benton Local Schools

Mission Statement

We exist to equip all students for a life of learning and responsible, productive, rewarding citizenship in a caring and progressive environment.

Liberty-Benton High School

Mission Statement

The Liberty-Benton High School community is committed to developing and transforming all students into graduates with the skills and knowledge to succeed as productive, engaged citizens capable of continuous learning, by providing a caring and progressive learning environment.

Dear Student:

On behalf of the faculty, we would like to welcome you to Liberty-Benton High School for the upcoming year. We look forward to assisting you in fulfilling your educational goals. Liberty-Benton has a history of outstanding academic and extracurricular accomplishments. We expect you to meet the goals which have been set, to carry on the tradition, and to make this an even better place. You can benefit from being involved in the classes and programs that Liberty-Benton High School has to offer. If you encounter difficulties, seek out any of our trained staff, and we will do our best to help you. We are here to make your years in school as successful, yet educationally challenging, as possible. This handbook should serve as a source in answering questions pertaining to the day-to-day operation of the school as well as student behavior expectations. All students have a right to an environment that is conducive to learning so we must respect the rights of others throughout the school day. With the cooperation of all students and staff, this year at Liberty-Benton High School should be the best ever, and we welcome the opportunity to help our students proceed through their high school career.

Have a fantastic year! Let's Go, Eagles!

Sincerely,

Brenda Frankart

Ms. Brenda C. Frankart
Principal

**Liberty-Benton High School
Alma Mater**

*Dear Old Liberty-Benton High School
Trusted, tried and true,
Don we now our bright apparel
Singing praise to you.
Lift our hearts and lift our voices,
Singing praisefully,
Dear Old Liberty-Benton High School;
Hail-O-Hail to thee.*

**Liberty-Benton High School
2018-2019 Calendar**

| | |
|------------------|--|
| Aug.16 & 17 | Teacher Meeting Days |
| Aug. 20 | First Day of School |
| Aug. 29 & 30 | Teacher In-Service Days – No School – Fair Break |
| Aug. 31 -Sept. 3 | No School – Fair Break |
| Sept. 19 | No School – Teacher In-Service Day |
| Oct. 8 | No School – Parent-Teacher Conferences, 8:00-3:30, 5:00-8:00 |
| Oct. 9 | Parent-Teacher Conferences, 5:00-8:00 |
| Oct. 26 | End of 1 st Nine Weeks (47 days) |
| Nov. 19 | No School – Teacher In-Service Day |
| Nov. 20-23 | No School – Fall Break |
| Dec. 24 – Jan. 2 | No School - Winter Break |
| Jan. 3 | Classes Resume |
| Jan. 11 | End of 2 nd Nine Weeks, End of 1 st Semester (42 days) |
| Jan. 21 | No School – Martin Luther King Day |
| Feb. 18 | No School – Teacher In-Service Day - President’s Day |
| March 22 | End of 3 rd Nine Weeks (48 days) |
| April 18-22 | No School - Spring Break |
| May 23 | Last Day of School & End of 4 th Nine Weeks (41 days) |
| May 26 | (Tentative) Graduation Day |

Make-Up Days For Weather/Calamity, if needed (in this order):

April 18, April 22, TBD

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REGULAR SCHOOL DAY SCHEDULE

| | |
|------------------------|---------------|
| Tardy Bell | 7:42 |
| 1 st Period | 7:45 – 8:33 |
| 2 nd Period | 8:36 – 9:21 |
| 3 rd Period | 9:24 – 10:09 |
| 4 th Period | 10:12 – 10:57 |
| A Lunch | 11:00 - 11:30 |
| 56AB Period | 11:00 - 11:45 |
| 56BC Period | 11:33 - 12:18 |
| C Lunch | 11:48 - 12:18 |
| 56CD Period | 11:48 - 12:33 |
| 56DE Period | 12:21 - 1:06 |
| E Lunch | 12:36 - 1:06 |
| 7 th Period | 1:09 - 1:54 |
| 8 th Period | 1:57 – 2:45 |

2-HOUR DELAY SCHEDULE

| | |
|------------------------|---------------|
| Tardy Bell | 9:42 |
| 1 st Period | 9:45 – 10:18 |
| 2 nd Period | 10:21 – 10:51 |
| 3 rd Period | 10:54 – 11:24 |
| 4 th Period | 11:27 – 11:57 |
| A Lunch | 12:00 – 12:30 |
| 56AB Period | 12:00 – 12:30 |
| 56BC Period | 12:33 – 1:03 |
| C Lunch | 12:33 – 1:03 |
| 56CD Period | 12:33 – 1:03 |
| 56DE Period | 1:06 – 1:36 |
| E Lunch | 1:06 – 1:36 |
| 7 th Period | 1:39 – 2:09 |
| 8 th Period | 2:12 – 2:45 |

HOMEROOM / STRIDES DAY SCHEDULE

| | |
|------------------------|---------------|
| Tardy Bell | 7:42 |
| 1 st Period | 7:45 – 8:24 |
| 2 nd Period | 8:27 – 9:04 |
| Homeroom | 9:07 – 9:37 |
| 3 rd Period | 9:40 – 10:17 |
| 4 th Period | 10:20 – 10:57 |
| A Lunch | 11:00 – 11:30 |
| 56AB Period | 11:00 – 11:37 |
| 56BC Period | 11:33 – 12:10 |
| C Lunch | 11:40 – 12:10 |
| 56CD Period | 11:40 - 12:17 |
| 56DE Period | 12:13 – 12:50 |
| E Lunch | 12:20 – 12:50 |
| 7 th Period | 12:53 – 1:30 |
| STRIDES | 1:33 – 2:03 |
| 8 th Period | 2:06 – 2:45 |

ACCIDENTS

Even though reasonable safety precautions are observed at all times, accidents involving students sometimes do occur during school hours. If a minor accident does happen, the teacher who is responsible for supervising this student, and the witnesses involved, complete a report in the office so the building principal is aware of the situation. However, if the accident is deemed serious, the proper steps are immediately taken in accordance with the student's Emergency Medical Form that has been completed by his/her parent/guardian at the beginning of the school year.

ANNOUNCEMENTS/NEWSLETTERS

Information to be displayed in a newsletter or given over the P.A. must be approved by the office. Announcements should be clearly written and submitted on an announcement form for the daily announcements. Daily announcements are given at the beginning of first period and seventh period.

ASSEMBLIES/PEP RALLIES

Assemblies are designed to be both educational and enjoyable for students. Students should go quietly and orderly to the assigned areas and sit as directed for the assemblies and pep rallies. Students will be dismissed over the P.A. for these events, and the school rules are in effect at all times.

ATTENDANCE REGULATIONS

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within the first week of the school term, or within one week of the date on which the child begins to reside in the school district. The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school.

ATTENDANCE PROCEDURES

An important obligation of the school is to encourage regular attendance by the students which has a direct correlation to success in school. Attendance is taken in class each period. Teachers then check for discrepancies throughout the day as they take attendance each period. These discrepancies are then dealt with by the office staff. For a student to leave school for a medical or court appointment, sickness, to go home, or for any other reason, the student needs a note or a phone call to the office from the parent/guardian, permission from the principal or designee, and must sign out. Specific details of the attendance requirements are listed in the board adopted "Attendance Policy."

Parents are required under law to notify the school when a student will be absent. This policy is to **call** the school before **9:00 A.M.** If a parent leaves for work early, a message can be left by calling 424-5351, the high school phone number. When a student returns from an excused absence, a note from a parent must be provided to the school within three days unless a phone call has already been received. All missed work will be allowed to be completed for excused absences. One day to make up work will be allowed for each day of absence. If a student is unexcused from school, no opportunity will be provided to make up missed assignments. Any student absent from school is not allowed to participate in any other school function that school day.

ATTENDANCE POLICY

I. Introduction

It is imperative that students be in attendance each school day in order to not miss a significant portion of their education. Much important learning results from active participation in the classroom and other school activities, which cannot be equally replaced with individual study.

The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

II. Definition of Terms

A. Perfect Attendance

Students will be recognized at the end of the school year for perfect attendance if they have never missed school or any portion of a school day for any non-school related reason. Missing school for an appointment does count against perfect attendance. (Exceptions may include a relative's funeral and/or a court appearance with proper documentation.)

B. Excused absences/tardies include the following:

1. Personal illness and/or medical appointments
2. Severe illness in the immediate family
3. Death of a relative
4. Work in the home due to the absence of a parent or guardian
5. Religious observances
6. Other legitimate reasons which have received prior approval from the building principal – for example, necessary trips with parents
7. Acts of God

C. Unexcused absences/tardies include the following:

1. Car trouble
2. Oversleeping
3. Missing the bus
4. Shopping
5. Haircut, beauty shop, tanning appointment
6. Babysitting – unless an emergency
7. Suspension from school
8. Truancy
9. Any non-medical appointment
10. Any other absences not listed as excused

D. Truancy

Truancy is defined as a student deliberately not attending school because of an unexcusable reason. Usually, the parents are unaware of the student's absence during this time period. Furthermore, when a student fails to attend a class or study hall per his/her assigned schedule, he/she can also be considered truant. Any truancy may be reported to the Juvenile Court.

Habitual Truant- Any student of compulsory school age who is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year. These students are reported to the Hancock County Truancy Officer and Juvenile Court.

E. Leaving During The School Day

Students are not to leave the school building during the day for forgotten materials, books, uniforms, etc... This includes trips to cars in the parking lot. The office will not grant permission for students to retrieve such items on school time, and missing any class to run such errands is unexcused. A student may call someone else to bring the items or may retrieve the items immediately after school. Students who leave school grounds without permission will face consequences as listed in the B-violations.

III. Attendance Requirements

- A. Any student who has been absent for up to the first one and one-half class periods of that scheduled school day will be credited with a tardy, unless written proof is provided from a doctor within three days that the student was seen in the doctor's office that morning. If the student

misses less than one and one-half class periods during the course of the school day for an appointment, written proof must also be provided within three days from a doctor to excuse the absence as medical. As listed for what is excused and unexcused, one can see that not all appointments are excused reasons to miss school.

- B. A student who has been absent from school for one and one-half to three and one-half class periods will be credited with one half day of absence. (Excused or unexcused)
- C. A student who has been absent from school for more than three and one-half class periods will be credited with one day of absence. (Excused or unexcused)
- D. Millstream and Post-Secondary Options student absences will be calculated proportionately to their scheduled class time at LB.
- E. After a student has been absent for 32.5 hours (equivalent of 5 days) in a school year, the office will notify the parent with a warning letter for the student's attendance.
- F. After a student has been absent for 65 hours (equivalent of 10 days) in a school year, the student will be required to have a medical excuse for any remaining absences to be considered excused in that school year. Any individual unable to do so will be marked as unexcused for all additional absences.
- G. Due to the expectation for good student attendance and the reporting requirements to the juvenile court as a requirement of House Bill 410, families should plan carefully for possible absences, vacations, etc... It is the case that sometimes students really can't afford to miss school to go on a family vacation during the school year. Students and parents are responsible for making good decisions that impact a student's attendance in school, the impact absences have on a student's grades, and the possibility of having to repeat classes. Please ask office staff in advance if you have any questions about the impact many absences might have.
- H. A field trip, medical excuse from a doctor, a funeral of a relative, a court appearance, and a college visit require proper documentation to be properly marked in a student's attendance. If proper documentation is not provided, these days will count as regular absences or school tardies. The school realizes that doctor appointments and court appearances are sometimes needed during the school day. A reasonable amount of time may be approved for the student to leave and return for these reasons. For example, a student should not miss a full day of school for a dentist appointment. The student is expected to be in school before and after

the appointment. Please make sure the doctor's office records the time spent in the office visit on the medical excuse.

- I. Students on field trips or attending a relative's funeral are still eligible for perfect attendance.
- J. Students participating in a State meet will be marked as a field trip for the absence. Non-participants attending a State meet may be marked as an excused absence when the event occurs during the actual school day. Non-team members are not excused as a field trip to attend athletic events during the school day, unless it is a State level event.
- K. If medical appointments happen during the school day, the student may be medically excused for a reasonable amount of travel time to get to and from the medical appointment. However, the student should be in school for as much time as possible. For example, a student should not plan to miss a full day of school for an afternoon local appointment.

IV. Procedure

- A. All attendance records will be kept and maintained in the administrative office. Upon entering and exiting the building, students must sign-in and out of the office.
- B. Teachers and students will follow the attendance procedures outlined in the Liberty-Benton High School Student/Parent Handbook.
- C. All teachers must keep accurate daily attendance records for their assigned classes.
- D. The office staff will issue a letter to the student and parent when absences become a problem and again when a medical excuse is required. This notification will include an invitation to the parent to arrange for an administrative review.
- E. An administrative review will be scheduled if a parent (or student over the age of 18) contacts the principal regarding failing a class and/or the loss of credit. Individuals included in this conference will be the student, parents, guidance counselor, and building principal. At this hearing, reasons for absences will be reviewed and a decision made on granting or withholding credit.
- G. If the student and/or parents are still dissatisfied with the decision issued at the administrative review, they may appeal to the superintendent. Either party must contact the building principal within three school days so the appeal can be scheduled.

Excessive Tardiness To School And/Or Classes Per Semester

A student shall not be excessively absent or excessively tardy. The attendance policy applies to both absences and tardies. A student arriving late for school is to sign-in in the office and report directly to class to be counted tardy. In order to reduce the tardy problem to school and to classes, a detention plan has been established, and all tardies (excused and unexcused) apply to the plan. Consequences for tardies will be issued by the office.

- A) 3 tardies may result in one 30 minute detention.
- B) 5 tardies may result in one Saturday School, and parent letter
- C) 8 tardies may result in one day of in-school suspension, a parent letter, and the student may be denied the privilege to drive to and from school for the remainder of that semester.
- D) Every 3 tardies after 8 tardies may continue to earn a consequence of a suspension day.

MAKE-UP TESTS AND OTHER SCHOOL WORK

If a student misses a teacher's test due to excused absence, he/she should be ready to take the test on the day he/she returns to class. If he/she misses a proficiency test or other standardized test, the student should consult with the guidance counselor to arrange for taking the test. Excused absences allow students to make-up the missed work, and it is the responsibility of the student to obtain the missed assignments from the teacher and complete them in the appropriate period of time. Students will be provided one make-up day for each day of excused absence, and if the student is absent on the day of a test, the student should be prepared to take the test the day he/she returns.

VACATIONS

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should complete a request for an excused absence form and submit it to the principal for approval. It may be possible for the student to receive certain assignments ahead of time that are to be completed during the trip. Vacation days may cause a student to be at risk for failing his or her classes and/or losing credit. Please ask in the office if you have any questions about this. Please review the attendance and truancy policies carefully.

ILLNESS

If a student becomes ill during the school day, he/she should report to the office. If it appears to be a temporary situation, the student will be required to remain in class and will be monitored. If it appears more severe, contact will be made with the parents for their care. **This contact must be made in the office, and students are not to call parents to pick them up unless directed to do so by the office.** Only when

students are awaiting their parent's arrival or under extreme emergencies will students be permitted in the clinic. A school nurse is not available, and the clinic is not supervised. For these reasons, students will not be admitted to the clinic for minor illnesses. Students are not to miss class to be in the clinic. Students must return to class or be picked up to go home.

MEDICATION

Parents and doctors are encouraged to work out dosage schedules that do not require medicine to be dispensed at school whenever possible. Forms are required in order to keep medication at school. When prescription medication must be dispensed at school, it must be presented in its original container and brought directly to the office upon arrival to school. A non-prescription bottle of medicine brought to school must have the student's name on the bottle. Office staff and administration will be the only ones permitted to dispense the medication, and all medication must be taken in the presence of a school official.

AUTOMOBILE REGISTRATION

At the beginning of each school year, all students driving to school must register their vehicles with the office. A registration form must be completed. Frequent and infrequent drivers are to register all vehicles that will be driven to school. In this manner, it is easy to locate an owner of a vehicle when the need arises, and unauthorized vehicles using the parking lot can be identified and removed. Failure to register a vehicle, park correctly within the appropriate spaces, display a parking permit, and follow safety procedures may result in the loss of driving privileges. Cars on school property may be searched to protect the safety of others. Any student who exercises the privilege of parking a vehicle on school grounds shall be considered to have given implied consent to a search of such vehicle at any time a search is requested by school administration, and dogs may be brought in at any time unannounced to assist in searching vehicles. Failure to comply with a search will be considered insubordination, and the student will no longer be able to drive to and from school and park on school premises.

AWARDS

Students experience success in many positive areas during their years in school. It is only fitting that they be honored periodically for these accomplishments. In conjunction with this philosophy, students receive awards--trophies, pins, certificates, and letters--for their performances in both the academic and extra-curricular realm. An awards assembly is conducted at the end of the school year to honor students who have displayed outstanding accomplishments in the academic areas. After each athletic season, a banquet is held at which students receive appropriate awards. Furthermore, the various co-curricular and extra-curricular organizations present

awards to deserving members for their performances throughout the school year. As is evident, students are frequently recognized for their positive contributions to the school. Students of the Month are selected each month from each grade. An honors banquet has been established to recognize those students who have earned a 3.5 grade point average or better in grades 9-12 as determined by their GPA's at the end of first semester each school year. We believe it is especially important to recognize these high academic achievers. Students who have maintained a 3.75 GPA or above after a minimum of three semesters will receive an academic letter. Additional awards of an academic bar and plaque will be provided if the average continues in following years, respectively, with the GPA at the end of each first semester.

CAFETERIA

A "closed lunch" policy is followed which means students are not to leave the school grounds to eat lunch or have fast food brought into the school. Visitors are not permitted. Millstream students will remain in the building until their scheduled departure time, and this includes remaining at LB for lunch.

Each day a nutritious "Grade A" lunch is served by our cafeteria staff. Besides this well-balanced meal, the students may purchase a variety of other healthy ala carte choices... The food service personnel are open to serving suggestions.

Breakfast is served each morning until school starts. After the first bell, no more food sales are allowed during the day, except for severe medical emergencies involving a student needing food.

Improper behavior in the cafeteria will result in disciplinary action according to the adopted code, possibly removal from the cafeteria, refusal to be served for a period of time, required cleaning of involved messes on the students' time, and possibly even suspension.

FREE AND REDUCED LUNCH PRICES

In order to insure that all students have the opportunity to eat a well-balanced school lunch, free and reduced lunch prices are provided to families that qualify. Parents who wish to enroll in this government supported program should file the required application at the beginning of the school year. All of the particular details of this program are available from the school office. Students on a free or reduced lunch have allowable high school course fees waived or reduced. If you have questions, contact the high school office.

CANCELLATION OF SCHOOL

When the weather or other circumstances dictate that it would be unadvisable to conduct classes, students and their parents are notified via the Honeywell Instant Alert System. Each family provides their contact information directly into the Honeywell Instant Alert System to be able to receive such notifications. Please be

sure to keep your information current with correct phone numbers and cell phone carriers. <https://Instantalert.honeywell.com>

In addition, cancellation of school and/or activities will be provided to the Findlay radio stations. Since these stations are notified as soon as the decision is made, calling the school, school personnel, or the superintendent is unnecessary. All attempts are made to notify the public as soon as possible so individual arrangements can be made at home.

It should be noted that each school district may use five “calamity” days this school year. After these days are utilized, a school district may take the necessary steps to make-up the additional days missed.

CLASS PROJECTS

In an attempt to build the class treasury for payment of major expenses such as the Junior-Senior Prom, classes have the opportunity to conduct fund-raising projects during the school year. For example, the junior and sophomore classes operate concessions at athletic contests and hold sales projects. After a class has decided on an appropriate project, approval must be obtained from the class advisors and building principal.

It is the present philosophy of our building principal that fund-raising efforts be kept to a minimum unless a definite need exists for the money that is solicited. All advisors must follow the adopted “Sales Policy.”

Also, any student or group of students planning to design, order, sell, and/or distribute shirts to be worn at school must have the shirts pre-approved by the principal. All such shirts, names, and logos must be school-appropriate.

COLLEGE CAMPUS VISITATIONS

Students will be excused for necessary campus visitations to facilitate career planning. It should be emphasized that these are not simply “free days,” but for the expressed purpose of gaining information about colleges when there is a definite interest. These visitations must be planned a week in advance, have the counselor’s approval, and have the parent’s signature. Students will then be required to return a signed form from the college official that is met with in order to be excused for the day. In general, juniors and seniors are allowed two such days, if necessary. College days are not allowed after May 1, and only five students may be out of the building for a college visit on any individual school day.

CONFERENCES

When a problem arises that would benefit a person-to-person discussion, the building principal will request that parents come to school for a conference. These meetings are usually quite productive, and they aid the student and the school in solving the problem that has developed. It should be noted that parents should not

hesitate to initiate a conference with the teacher, building principal or counselor if they feel a need exists.

Conferences can also be valuable between a parent and teacher in solving matters of classroom concern. Conferences are scheduled in the Fall of the year especially for these conferences. Furthermore, teachers are willing to consult with parents anytime the need arises. The inherent advantages of this personal contact should not be underestimated.

DANCES

All school rules and dress code policies apply at all school dances. Dresses for prom and homecoming may be strapless or with spaghetti straps, considering most formal wear is designed this way. However, attire should always be within reason for a school dance, and tank tops or bare chests are not acceptable. Middle school students are not permitted, and students bringing non-Liberty-Benton High School students must complete and submit a dance guest form in advance. School drop-outs and guests 21 and over are not permitted to attend our school dances. While students are dancing, they must remain facing each other. Dancing behind one another is not permitted.

DIRECTORY INFORMATION

Review of the handbooks by students and parents on the first day of school serves as the annual reminder of the district's policy on directory information. Directory information includes things such as: student's name, grade, teacher, address, telephone number, date of birth, photographs, field of study, height and weight if a member of an athletic team, date of graduation, awards received, participation in activities, and can be used by the school district in any form (website, newsletters, hand-outs, presentation materials, ...). To have a student excluded, the parent must notify the high school principal in writing prior to September 15th each school year. However, the law treats this exclusion as "all-or-none." For an excluded student, the school is not permitted to release any information, including the release of transcripts for college and scholarship purposes, etc... For high school students especially, an exclusion can be a great detriment. Please think this through carefully before considering such an exclusion.

DISASTER DRILLS

So students are prepared for an emergency such as a fire, tornado, or crisis, definite procedures have been given to all teachers so that they are familiar with the procedures to be followed. Furthermore, periodically through the school year, practice drills are conducted so the entire school population is prepared for a real situation.

STUDENT RIGHTS AND BEHAVIOR STATEMENT OF POLICY

This policy is to comply with Sections 3313.66 and 3313.661 of the Ohio Revised Code as amended by Amended Substitute House Bill 421 passed by the Ohio Legislature and effective September 1, 1976.

A. Freedom of Expression and Assembly--

Included expression in written, verbal, and symbolic forms as long as such expression does not (1) endanger health or safety, (2) damage property, (3) disrupt the activities of others, or (4) is obscene.

B. Student Records Policy--

Student records shall remain confidential in accordance with the Family Rights and Privacy Act of 1974 which requires that: (1) parents or guardians or students who have attained the age of 18 have the right to review their records and to challenge any items they deem inaccurate; (2) parents, guardians, or students who have attained the age of 18 shall give consent before records are made available to non-school agencies; (3) such records are made available to parents, guardians, or students over 18 no later than 30 days after the request for review has been made; and (4) such review is to be made on school property and in the presence of a principal or guidance counselor. Under the Patriot Act, schools are required to release student information to military recruiters. Please understand that under the Solomon Act, parents may opt out as long as no one else receives the student information either, including colleges, scholarships, etc... This law requires the release of student information to be all-or-none.

C. Protection from Unreasonable Search and Seizure--

Such search and seizure of individuals shall be conducted for specific items. General searches and seizures may be conducted if there is reasonable cause to believe that possession of any article(s) constitute: (1) a threat to the safety of others, (2) a violation of law, or (3) a disruption or interference with the educational process.

DISCIPLINE

A school cannot operate effectively and efficiently without reasonable rules and responsible students. It is the optimum situation when students accept this responsibility for conducting themselves according to such adopted standards. The majority of students normally do just that. However, it does become necessary at times for the classroom teacher and/or the building principal to become involved in the disciplinary procedures.

The classroom teacher is requested to handle routine problems which arise by a verbal reprimand, parent conference, or a detention period. (A detention is assigned for approximately 30 minutes. Students are given at least one day's notice so that parents can arrange transportation.) For recurring problems or serious violations, the principal is informed so that corrective measures can be taken. Some of the actions

taken by the principal include: student conference, referral to the counselor, parent conference, detention, Saturday School, alternative school placement, in-school suspension, suspension from school up to 10 days, or a recommendation to the superintendent for expulsion from school, or other things deemed appropriate by the administration. For serious and/or legal infractions, the proper authorities are also notified.

It should be stressed that at no time will open confrontations be tolerated from students to any school employee. If a student feels that he/she has been dealt with unjustly, the matter should be dealt with after class, after or before school, or brought to the attention of the principal.

Discipline records are maintained in the office. This record can be consulted with repeated offenders for the proper action. In most cases, it is not necessary to carry the penalties to their limits because students are expected to improve their behavior.

The Liberty-Benton Board of Education adopted a revised “Student Code of Conduct” which is listed below.

STUDENT DISCIPLINE CODE

Any action judged by school officials to involve misconduct and not specifically mentioned in other sections, may be dealt with as insubordination, and consequences may be determined in a manner that determines a fair level of consequences when compared to similar offenses. The principal reserves the right to administer one or more penalties or to adjust the sequence of consequences depending on the severity or the frequency of the infraction by the student. The administration reserves the right to interpret items in the handbook for extreme situations.

Throughout all disciplinary policies, the assistant principal has the authority to handle all matters defined by the term, “principal.”

Possession of Electronic Equipment, Including Cell Phones

Most electronic equipment necessary in school is supplied by the school. Student use of cell phones/iPods/mp3's/etc... is at the discretion of the teacher within the classroom. Students may use cell phones/iPods/mp3's silently during study hall, at lunch, and in the hallways as long as it is not disruptive to others. Headphones of any kind are not to be worn in the halls. Laser lights and pointers are not permitted. If used inappropriately, these items will be confiscated and held in the office, and disciplinary action will be taken. All electronic communication devices, including cell phones, that contain built-in cameras, are prohibited from locker rooms and bathrooms. If you bring electronic devices, such as cell phones, to school and it is confiscated, it may be searched for security purposes, and consequences may be issued accordingly. Items, such as cell phones, may be checked for text messages and photos to make sure class or school information was not used, released, or shared.

Inappropriate information, messages, or photos will warrant consequences being issued for these inappropriate items, in addition to the following consequences for inappropriate use of the electronic equipment. Listening and recording devices may not be used in school without school approval in advance. The battery of an electronic device is ruled to be part of the device. A student may not remove the battery or lock the device to impede a search, or it is insubordination. In addition, the principal may refer the matter to law enforcement if the violation involves an illegal activity. The student who possesses the electronic equipment is responsible for its care. The school district is not responsible for preventing theft, loss, damage, or vandalism to any electronic equipment, including cell phones, that students choose to bring onto its property.

First Offense: Equipment may be returned to the student after school.

Second Offense: A parent must come in to retrieve the equipment.

Third Offense: The equipment is held in the office during the school day for 7 days or the student leaves the equipment at home during this time.

Fourth Offense+: To be determined by the office staff

Violation of Computer Acceptable Use Policy:

Suspension from school and/or the use of all computer equipment may occur for any student who violates the Liberty-Benton Computer Acceptable Use Policy.

Violations of the policy may include:

1st Offense: 3 days suspension and/or 2 week ban of computer privileges

2nd Offense: 5 days suspension and/or 9 week ban of computer privileges

Repeated Offenses: 10 days suspension, recommended expulsion, and/or permanent ban from all school computer equipment and networks.

More serious violations to the policy that effect the network, student and/or staff information, and security of district equipment and/or information:

10 days suspension, recommended expulsion, and/or permanent ban from all school computer equipment and networks

“A” VIOLATIONS

1. Disruption of Class/School/Activity

A student shall not cause disruption or obstruction to the educational environment and process, including all curricular and extra-curricular activities.

2. Non-School Time Violations

A student shall not harass, vandalize, abuse, or be disruptive in any way toward school personnel during non-school time.

3. Dress and Appearance

Students and their parents are responsible for students' proper dress and personal appearance while at school. Any dress or grooming that interferes with the cleanliness, health, welfare, or safety of the students, or that disrupts the educational process by being distracting, indecent, or inappropriate, is expressly prohibited. Teachers and advisors of classes and activities may require dress and appearance standards that are more strict for participation in their programs or activities. Apparel portraying drugs, alcohol, tobacco, or questionable language is not permitted. If dress becomes objectionable, the principal will make a determination of the appropriateness of the attire as permitted by ORC 3313.665, and the principal's decision about dress code issues is final. The following are examples of inappropriate attire:

1. cut offs, spandex clothing, pajamas
2. tank tops or tops that reveal cleavage, mesh and/or bare midriff shirts. (All shirts must be long enough to be tucked into slacks, skirt, or shorts.)
3. Hats of any kind, bandanas, visors, and all other head coverings
4. Sunglasses
5. Clothing, patches, and buttons with drug, narcotic, alcoholic, obscene, suggestive or questionable messages.
6. Torn clothing is inappropriate. There are to be no holes, tears, thread-bare, or patched jeans, pants, or skirts.
7. Athletic gear, including things like yoga pants and running shorts, or any other tight-fitting clothing are only permitted if layered with other clothing that completely covers a student's bottom.
8. Outdoor coats and jackets are not to be worn during classes. Students are not to bring blankets to class.
9. Attire and/or jewelry that depicts or suggests gangs, jails, violence, weapons, hate speech, or causes offense or ridicule of others
10. All pants must be worn at the waist. No low rise pants. All outerwear must cover underwear.
11. Any chain that has the potential of causing harm or distraction.
12. Shorts, dresses, and skirts must be long enough to extend past the fingertips as the student's hands are stretched down their side. Shorts should have a minimum 3-4 inch inseam.
13. Students are not to carry lighters or matches.
14. Shoes must be worn at all times.

4. Public Display of Affection

Students shall not at any time under school jurisdiction make any inappropriate display of affection toward another student or school employee as per the discretion of the staff member witnessing the action.

5. Falsification of Information, Identification, Forgery

Forgery of hall passes, bus passes, and excuses as well as false I.D.'s are forms of lying and are not acceptable.

6. Aiding or Abetting Violation of School Rules

If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. The principal has the right to increase consequences based upon the seriousness of the action.

“A” VIOLATION PENALTIES MAY BE:

| | |
|--------------------|--|
| First Offense: | Detention |
| Second Offense: | Saturday School |
| Third Offense: | Suspension; in-school/out-of-school |
| Repeated Offenses: | More suspensions and possible recommendation for expulsion |

“B” VIOLATIONS

1. Damage To School Property

A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials.

2. Damage to Private Property

A student shall not cause, incite, or attempt to cause damage to private property or school premises or at any school activity on or off school grounds. This includes misconduct by a student that occurs off of property owned or controlled by the district, but that is connected to activities or incidents that have occurred on property owned and controlled by the district.

This includes misconduct, regardless of where it occurs, that is directed at a district official or employee.

3. Theft/Unauthorized Possession

A student shall not take or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the district.

4. Inappropriate Language/Literature/Behavior

No student shall use foul, obscene, or derogatory language, gestures, or noises directed toward or about other students or school personnel; or possess, sell, disseminate, or otherwise distribute any pornographic materials to other students or school personnel; or behave inappropriately in any distracting or rude manner.

5. Falsification of School Work, Cheating, Plagiarism,

Unauthorized Use of Information

Plagiarism, falsification of school work, unauthorized use of information, and cheating are subject to student academic penalties as well as disciplinary action. This policy includes the use of any device to bring unauthorized information to graded

material (test, quiz, paper,...) and/or the passing of information on to someone else. Besides disciplinary consequences, the student should receive a zero for the grade on the assignment or test involved. This policy also means that students are responsible for protecting their passwords and access to their computer use.

6. Insubordination/Disobedience/Failure to Follow

Reasonable Instructions From Staff

School staff members are acting “in loco parentis,” which means they are allowed by law to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic insubordination/ disobedience can result in expulsion.

7. Leaving School Grounds/Cutting Classes

A student shall not leave school grounds without prior permission from both the office officials and a parent. A student shall not cut class, lunch, study hall, or any assigned activity such as an assembly, pep rally, etc...

Also, if a student misses ten minutes or more of a class with unknown, unexcused whereabouts, the student is considered as a class cut for that period of time. Nothing in this building can justify students being unaccounted for ten or more minutes of time.

8. Disrespect

A student shall not show lack of respect or be rude to any staff member or school employee.

9. Horseplay

Two or more students acting in an unruly, boisterous, or rough manner that may be harmful to others and/or school property.

“B” VIOLATION PENALTIES MAY BE:

First Offense: Saturday School
Second Offense: In-school Suspension
Third Offense: Out-of-school Suspension
Repeated Offenses: Suspensions

Note: Legal action, if applicable, may be used, and repeated offenses may result in recommendation for expulsion.

“C” VIOLATIONS

1. School Transportation

All students within the district are provided transportation to and from school by school buses. To insure the proper safety of all students while riding the buses, the following Rules of Conduct have been developed by the Superintendent in cooperation with the Transportation Supervisor and the school bus drivers:

- a) Use of profanity is not permitted.

- b) All students shall be seated at all times.
- c) Eating is not permitted on any bus at any time.
- d) Arms, legs, hands, heads, etc..., shall not protrude from the windows.
- e) Fighting, loud talking, etc..., is not permitted.
- f) Animals, weapons, flammables, etc..., are not permitted to be transported on the bus at any time.
- g) The driver shall be in charge of students at all times.
- h) Marking, cutting, writing on, or otherwise defacing the interior of the bus is not permitted.
- i) Electronic devices, such as cell phones, ..., must be used silently so not to cause a distraction for the driver. MP3 players, iPods, and other music devices are permitted as long as headphones are used, and volume levels are acceptable.
- j) Students not complying with the Rules of Conduct are subject to removal from the bus for an appropriate period of time. Students are still required by law to attend school during periods of bus suspension. In order to maintain closer supervision of bus behavior, a bus discipline policy will be established with warning and discipline notices being sent home when problems occur.

It is important to note that if a student wishes to get on or off the school bus at a stop other than his/her regular stop or ride another bus, a note from the parents should be given to the principal for approval. The bus driver will then be notified by the principal's office. Penalties listed apply to bus suspensions.

2. Extremely Inappropriate Language/Behavior Toward School Staff

No student shall use foul, obscene, or derogatory language, gestures, or noises directed toward school staff, as determined by the principal. This includes misconduct by a student, regardless of where it occurs, directed at a district official or employee, or the property of such official or employee.

3. Unauthorized Use Of or Adjustment to Records

Unauthorized use of or adjustment to student, staff, or school records by altering documents in the hard copy, on the internet, or on the computer is prohibited.

4. Reckless Driving By Students

A student who drives to school must follow all parking and driving regulations on school grounds or in the vicinity of school vehicles. Reckless operation of a motor vehicle will not be tolerated, and all students must comply with basic safety regulations. The penalties listed apply to driving privilege suspensions.

5. Physically Assaulting a Staff Member/ Student/ Person Associated With The District

Physical assault of a staff member, student, or other person associated with the district, that may or may not cause injury, is not permitted. Injury to a staff member may result in charges being filed. As always, additional days of suspension may be assigned based upon the severity of the action.

6. Threatening or Intimidating a Staff Member/Student/Person Associated With The District

Any statement or noncontact action that a staff member, student, or other person associated with the district feels to be a threat will be considered a verbal or written assault. Any profanity directed toward a staff member in a threatening tone will be considered as a threat. A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten physical violence or coerce by any means any student, teacher, school employee, or visitor. Intimidation may include, but is not limited to, threats used to extort money or any other item of value from another student or person.

7. Bullying, Harassment, and Other Forms of Aggressive Behavior

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. Our policy expressly provides for the possibility of suspension of a student found responsible for harassment, intimidation, or bullying by an electronic act. This policy has been developed in consultation with parents, district employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional

well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Sexual Harassment

A. Verbal

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threat to a fellow student, staff member, or other person associated with the district.

B. Nonverbal

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

C. Physical Contact

Threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, pushing the body, or coerced sexual contact with a fellow student, staff member, or other person associated with the district.

Gender/Ethnic/Religious/Disability/Cyber Harassment

A. Verbal

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc... toward a fellow student, staff member, or other person associated with the district.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

Cyber harassment completed off-site that carries into the school environment.

B. Nonverbal

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.

C. Physical

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

D. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

E. The topic of dating violence is covered in our health classes.

F. Hazing by any school group or individual, club, or team is not permitted. This includes any form of initiation that causes or creates a risk causing mental or physical harm, regardless of how willing the participant may be. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained by this policy. Violation may lead to suspension, expulsion, and/or legal action as contained in ORC 2307.44.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action.

This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, act of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific

including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

Each semester, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site. The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and available in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks.

The custodial parent or guardian of any student involved in a prohibited incident will be notified to the extent permitted by section 3319.321 ORC and the Family Educational Rights and Privacy Act of 1974.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

R.C. 3313.666, 3313.667

8. Fighting/Hitting/Unauthorized Touching

A student shall not initiate or participate in any form of physical confrontation on school grounds, at any extracurricular activity, or school function.

9. False Alarms, False Reports, and Inciting Panic

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank, is a dangerous stunt that is against the law.

“C” VIOLATION PENALTIES MAY BE:

| | |
|-----------------|--|
| First Offense: | 3 days out-of-school suspension |
| Second Offense: | 5 days out-of-school suspension |
| Third Offense: | Proof of intervention with a proper agency and 10 days out-of-school suspension |

Fourth Offense: 10 days out-of-school suspension with recommendation for expulsion

Repeated Offenses: Suspension and possible recommendation for expulsion

Note: Legal action will be taken if appropriate.

“D” VIOLATIONS

1. Use of Tobacco

Smoking and other tobacco uses are a danger to a student’s health and to the health of others. The school prohibits the sale, distribution, use or possession of any form of tobacco

during school time or at any school activity, including e-cigarettes/vaporizers. This prohibition also applies when going to and from school and at school bus stops. Students who smell of tobacco may be investigated for use or possession.

“D” VIOLATION PENALTIES MAY BE:

First Offense: Saturday School

Second Offense: 3 days out-of-school suspension

Third Offense: 5 days out-of-school suspension

Repeated Offenses: Suspensions

“E” VIOLATIONS

1. Narcotics, Alcoholic Beverages, and Stimulant Drugs

The school has a “drug-free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and form of school transportation. This means that any activity- sale, possession of, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This prohibition applies to any drug-related paraphernalia. If caught, the student could be suspended or expelled, and law enforcement officials may be contacted.

Students who show evidence of having consumed drugs or alcohol, or who are in possession of a “mood modifier” and/or drug related paraphernalia, or who smell of alcohol or other drugs, will be immediately removed from classes pending further investigations. A student shall not consume any alcoholic beverages, intoxicants, or drugs of abuse at any time before the student’s arrival at school or at a school sponsored activity. A student who is an alcoholic may still not use or possess alcohol. A school expulsion is possible. If a student attends a rehabilitation center for an evaluation at the expense of the parents and completes the process, the 10 days of suspension can be reduced to a minimum of 3 days. If this process is not completed fully, the remainder of the suspension days will be issued. This reduction in suspension may only be used one time per student.

“F” VIOLATIONS

1. Possession of a Weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon, or an object converted from its original use to an object used to threaten or injure another, or any object indistinguishable from a firearm. This includes, but is not limited to, padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon was brought on district property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law requires that a student be expelled from school for a period of one (1) year if he/she brings onto or has in his/her possession on school property or at a school-related activity of any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such destructive items
- B. any cutting instrument consisting of a sharp blade fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm

2. Use of an Object As a Weapon

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or cause for civil action. This violation may subject a student to expulsion and possible exclusion.

3. Unauthorized Fire

No student shall willfully and/or maliciously burn or attempt to burn all or any part of private or school property. No open flames of any sort are permitted while on school property. This violation may subject a student to suspension, expulsion, and/or possible exclusion.

TRUANCY

A student when absent from school, class, or other assignment without prior knowledge of the office or permission of his/her parent and school is truant. Truancy is a serious offense and subject to severe penalty. The school will issue consequences as well as file the offense through the county truancy officer and juvenile court. A child of compulsory school age who has been adjudicated a habitual truant who violates the court order regarding that adjudication may be further adjudicated a “delinquent child.”

The school district is required to report to the Department of Education whenever the student's absences are enough to be considered habitual truant.

The juvenile court issues consequences as well for failing to send a child to school. The parent, guardian, or custodian of an adjudicated truant child must provide a surety bond in the sum of not more than \$500 as required by the court, and an act that contributes to a delinquent child with respect to truancy is a first degree misdemeanor.

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

When a student of compulsory school age withdraws for reasons other than a change of address, school officials are required to notify the child and the child's parent, guardian, or custodian, and the Registrar of Motor Vehicles when the child has been absent more than 60 consecutive hours in a single month or 90 hours in a school year.

Possible school actions and strategies may include:

- Providing a truancy intervention plan for any student who is absent from school in an amount that surpasses the threshold for a habitual truant.
- Providing counseling for a habitual truant.
- Requesting or requiring a parent, guardian, or custodian to attend a parental involvement program.
- Requesting or requiring a parent, guardian, or custodian to attend truancy prevention mediation programs.
- Notification of the Registrar of Motor Vehicles.
- Taking legal action.

REPEATED VIOLATIONS OF DIRECTIONS, POLICIES, RULES, ETC...

Students who continually fail to comply will be subject to discipline at the discretion of the principal.

DEFINITION OF TERMS

- 1. Warning-** This is a statement to a student during a minor infraction that continued behavior will result in a more serious penalty. This usually occurs in the classroom for the initial offense.
- 2. Detention-** Some teachers utilize before and/or after school detention for students who misbehave in classes or fail to complete assignments. This is normally for a period of 30 minutes, and the student is given at least a day's notice for the detention.

3. **Parent Conference-** A conference can be called at any time to discuss and review classroom or school-wide behavior concerns.
4. **Saturday School-** A Saturday School program from 8:00 A.M.-11:00 A.M. will be used to deal with certain discipline situations and conduct infractions. Saturday Schools are held in an orderly and quiet fashion. Students are required to bring work to do, or they may be sent home and face suspension. Guidelines will be included in the student's disciplinary notice and will be posted. Failure to serve a Saturday School may result in a 2-3 day out-of-school suspension.
5. **In-School Suspension-** This consists of a student being assigned to independent work in an assigned area during the school day and not attending classes. While in this position, the student is required to keep up on daily assignments and take all missed tests or quizzes.
Any student who is uncooperative and removed from in-school suspension may be out-of-school suspended.
6. **Alternative Opportunity Center-** This consists of a student being assigned to the county unit for short term, 1-10 days, or long term, over 10 days. While in this position, the student is required to keep up on daily assignments and take all missed tests and quizzes. This can be used as an alternative before out-of-school suspension is used. While placed at the alternative school, a student may not be on school grounds, or attend any school or extra-curricular activities, home or away.
7. **Suspension-** This is considered the most severe penalty imposed by the principal or assistant principal. It is from one to ten days in duration, and students suspended are to remain under their parents' direction while not attending school or extra-curricular activities. Students suspended from school may receive zeroes (0)/F's for all work missed, and the absence will be unexcused. Credit for multi-day assignments, projects, or presentations will be at teacher discretion or principal approval. Suspension may be given for all warranted reasons, including incidents away at school activities. Students may request and complete the missed work to understand the missed material, but this work may not be counted for points. Students are suspended for the listed days, or any succeeding days in the event of cancellation of school.
8. **Expulsion-** Only the superintendent of schools may expel a student from school. This expulsion can be for a period up to 90 days and in some cases for an entire year. Normally, a student is expelled upon the recommendation of the principal although it can be initiated by the superintendent. Also, if a student has done something to warrant expulsion, the expulsion hearing must occur before any other school can enroll the individual. Expulsion may occur for any warranted reasons that occur on school grounds or at any school activities. Credits are denied for high school courses taken during the expulsion period, including college courses taken for high school credit.

9. **Extra-Curricular Suspension-** An advisor has the right to suspend a student from participation in an extra-curricular activity due to violation of applicable rules.
10. **School Safety Zone-** The school building, school property, school bus, or anywhere a school activity is taking place. For safety reasons, there is no tolerance of inappropriate actions and behaviors, and consequences will be issued.
11. **Discipline Assigned For Vocational School Students-** L-B students will receive matched consequences at Liberty-Benton High School for any disciplinary actions assigned for inappropriate actions or behaviors at the vocational school, and vice versa.
12. **Principal & Assistant Principal-** Throughout all disciplinary policies, the assistant principal has the authority to handle all matters defined by the term, “principal.”
13. **School Resource Officers -** Through a partnership with the Hancock County Sheriff’s Office, school resource officers are provided to assist schools and students with class presentations, assemblies, discipline matters, enforcing school policies, answering questions related to law enforcement, and maintaining a positive school-agency relationship.

DUE PROCESS

Due process for suspensions, expulsions, and removals will be in accordance with Section 3313.66 of the Ohio Revised Code.

18-YEAR-OLD STUDENTS

Eighteen-year-old students must comply with all rules and regulations of Liberty-Benton High School, and therefore, all handbook policies do apply. This means parent permission is still required for all students.

FOOD & BEVERAGE GUIDELINES

No eating or drinking is allowed in the classrooms or hallways at any time. Students who bring food items to school must report directly to the cafeteria to consume or dispose of it. Packed lunches may be stored in students’ lockers, but they should remain unopened. Water in clear containers may be kept in student lockers, but not taken to classes. Exceptions are made for medical reasons and for athletes during their seasons.

HONOR ROLL GUIDELINES

4.0 Honor Roll -- Students who attain all A’s for a grading period will be recognized with earning a 4.0 GPA.

3.2 Honor Roll--Students who attain at least a 3.2 GPA for a grading period will be named to the nine weeks honor roll.

GRADE AVERAGE PLAN (NINE WEEKS PLAN)

A. In computing the semester averages and the final average of a class, an average will be determined using numerical nine weeks' grades and semester exam grades. The grading scale is

| | | | | | |
|----|-------|----|-------|----|--------|
| A+ | 100 | B- | 85-83 | D | 69-66 |
| A | 99-96 | C+ | 82-80 | D- | 65-63 |
| A- | 95-93 | C | 79-76 | F | 62.9-0 |
| B+ | 92-90 | C- | 75-73 | | |
| B | 89-86 | D+ | 72-70 | | |

B. We are using a nine week grading plan in order to give our students more of an opportunity to raise grades after the interim period. Also, the nine weeks' plan puts more value on classroom performance, rather than the exam grade.

C. Values for semester grades will be as follows:

| | | |
|----------------------------|----------------------------|-------------|
| <u>1st N.W.</u> | <u>2nd N.W.</u> | <u>Exam</u> |
| 40% | 40% | 20% |

D. Values for year grades will be as follows:

| | | | | | |
|-----------------------|-----------------------|-------------|-----------------------|-----------------------|-------------|
| <u>1st</u> | <u>2nd</u> | <u>Exam</u> | <u>3rd</u> | <u>4th</u> | <u>Exam</u> |
| 20% | 20% | 10% | 20% | 20% | 10% |

Note: The final average is computed from all grades and not the average of the two semesters.

E. In a semester course, two F's out of three grades equal an automatic failure for the course. One F in a semester course could cause a failing grade, depending on what the two passing grades are.

F. In a full year course, four F's out of the six grades equal an automatic failure for the course. Three F's could be failing, depending on what the three passing grades are.

G. A student who fails to show up to take a semester exam or only writes his or her name on it and turns it in will receive a zero for the exam grade.

H. G.P.A. is based on the 4.0 grading scale, and the accumulative G.P.A. is calculated from the semester averages.

GRADE CARDS

At the end of the grading period, students are given grade cards that reflect their current performance in the subjects they are taking. These grade slips are then taken home to the parents for their review. All students receive grade cards each reporting period unless they have some unpaid financial obligation to the school. Grade slips are held for failing to pay class dues, library fines, program fees, or other

obligations. When the payments are made, the grade cards are immediately released to the students.

When parents have questions or concerns regarding any grades received, they should contact the appropriate teacher, or they should contact the guidance counselor so a conference can be arranged. It is the goal of a school that each student earn the highest grades possible, and parental involvement in achieving this goal is appreciated. It should be noted that any student receiving an F average in a semester or year course will fail the course. Parents are encouraged to monitor their student's progress through the year by checking Progress Books/Schoology online frequently.

GRADUATION REQUIREMENTS

For a student to graduate from Liberty-Benton High School, all state and local requirements must be met. The total units of credit needed are 21 credits. Specific requirements include:

English-Language Arts--4 credits
Mathematics--4 credits – including Algebra II or Sr. Applied Math
Science--3 credits
Social Studies--3 credits (America & The World A, America & The World B,
Government & Personal Finance)
Health – 1/2 credit
Physical Education – 1/2 credit
Business, Technology, Fine Arts, or Foreign Language--
1 credit or 2 half credits
Electives--Sufficient to meet total requirements

All students must maintain at least five and one-quarter academic credits per year to be classified as full-time students.

Students and parents are encouraged to constantly monitor requirements for graduation and the progress toward reaching such requirements. This will also be done by the school. Any student who does not have all requirements fulfilled and fees paid at the time of commencement will not be allowed to participate in the graduation exercises. This includes passage of the state-required tests, end of course tests, and any standardized testing required by the Ohio Dept. of Education.

For the Class of 2018 and Beyond, students can earn from 1-5 points for each state-required exam, based on their performance on the End of Course test. 5 – Advanced, 4 – Accelerated, 3 – Proficient, 2 – Basic, 1 – Limited

Students in the Class of 2018 and Beyond can earn a diploma through one of three options: earn a total of 18 points on state required testing, including at least 4 points in English, 4 points in Mathematics, 6 in Science and Social Studies, and 2

additional from any of the above. Option 2 – Earn a “remediation-free” score on a nationally recognized college admission exam, such as ACT. The state of Ohio is planning to pay for all 11th grade students in the Class of 2018 and Beyond to take the ACT one time free of charge at school on a Spring state-determined date. Option 3 – Earn an industry certification and a work-readiness score on WorkKeys.

HONORS DIPLOMA

Students who complete the college-preparatory curriculum in high school must meet any seven of the following eight criteria:

1. Four units of English
2. Four units of mathematics that include Algebra I, Algebra II, geometry and another higher level course or complete a four-year sequence of courses that contains the equivalent content
3. At least four units of science that includes one unit of physics and one unit of chemistry
4. Four units of social studies
5. Either three units of one foreign language or two units each of two foreign languages
6. One unit of fine arts
7. Maintain an overall high school grade point average of at least 3.5 on a 4.0 point scale
8. Obtain a composite score of 27 on the ACT test (excluding the optional writing test) or a composite score of 1210 on the SAT verbal and mathematics sections (excluding the required writing section)

Note: In addition, an honors diploma may not be issued to a student who opts out to fulfill alternative requirements to the Ohio Core.

Students who complete an intensive career-technical education curriculum in high school must meet any seven of the following eight criteria:

1. Four units of English
2. Four units of mathematics which shall include Algebra I, Algebra II, geometry and another higher level course or a four-year sequence of courses that contains the equivalent content
3. Four units of science including one unit of physics and one unit of chemistry
4. Four units of social studies
5. 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 post-secondary 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.
6. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment (available at http://www.webexam.org/info_docs.asp) or equivalent assessment aligned with state-approved and industry validated technical standards
 7. Maintain an overall high school grade point average of at least a 3.5 on a 4.0 point scale
 8. Obtain a composite score of 27 on the ACT test (excluding the optional writing section) or a composite score of 1210 on the SAT verbal and mathematics tests (excluding the required writing section)

Note: In addition, an honors diploma may not be issued to a student who opts out to fulfill alternative requirements to the Ohio Core.

VALEDICTORIAN & SALUTATORIAN HONORS

To be eligible for valedictorian and salutatorian honors, students must earn the highest ranking grade point average after the end of the second semester of their senior year, accumulate a total of at least eighteen college preparatory core classes during grades 9-12, carry an academic load of at least four college preparatory core classes during their senior year, complete eight semesters of high school (not graduating early), maintain good attendance, and have no issued suspensions. Credits earned from all eight high school semesters and the 8th grade year all count for both earned credit and grade point average.

Students with the title of valedictorian receive special recognition such as county banquets, “Best of the Class” commercials, etc...

Valedictorians and salutatorians must accumulate at least 18 credits during high school from the following list, in addition to the credits already earned while in 8th grade. High school courses counting as college preparatory core classes include: English 9, 10, 11, 12; Algebra I, Geometry, Algebra II, Pre-Calculus, Statistics, Calculus; Physical Science, Biology, Chemistry, Advanced Chemistry, Anatomy, Physics, Environmental Science; World History I/II, America and the World A and B, Government, Personal Finance, Economics, Geography, Psychology, Sociology; Spanish I/II/III/IV/V; American Sign Language I/II/III; dual-enrollment college courses; college credit plus classes, and similar classes transferred from other schools.

ATHLETIC ELIGIBILITY

To be eligible, a student-athlete in grades 9-12 must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period, and not have two F’s within that one quarter. An incoming

freshman must have passed 75 percent of all courses enrolled during the preceding grading period of the eighth grade year. For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for the lack of enough courses taken the preceding grading period.

Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility.

Students are responsible for keeping track of their athletic eligibility and meeting the necessary requirements.

EXAMS AND SENIOR EXAM EXEMPTIONS

Exams will be given each semester and included within the semester average grade. Exams will be given within two school days with lengthened periods of time, and exams will be scheduled by assigned days for various class periods. Students are not permitted to leave until all exams are completed. Exam days are viewed as regular school days.

Seniors may earn second semester exam exemptions based on all grades, discipline, and attendance for their entire senior year, with the possibility of earning enough exemptions for all of their classes. In order to exempt an exam from a class, the student must have a C- or above in that particular course. Students graduating early are not eligible to receive exam exemptions.

Sr. Exemptions Based On Grades: (This is based on all grades for the year on the grade card, including the exams, after the first three quarters of the school year.)

All A's = 4 exemptions
All A's and B's = 3 exemptions
All A's, B's, and C's = 2 exemptions

Sr. Exemptions Based On Discipline:

No Referrals of Any Kind = 2 exemptions
No Referrals More Than A Detention = 1 exemption

Sr. Exemptions Based On Attendance: (with no more than 3 tardies per semester)

Perfect Attendance All Year = 2 exemptions
Perfect Attendance One Semester = 1 exemption

These exam exemptions are earned!!!

EXTRA CREDIT

Teachers may choose to provide students with opportunities to earn extra credit points, and all extra credit is to be awarded for things that are academic in nature only.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character by which they were selected.

Membership is open to juniors and seniors who have been in the school the equivalent of one semester. The student must have a minimum grade point average of a 3.2 on a 4.0 point scale. Eligible juniors and seniors will receive an application form from the chapter advisor in the Fall of each year. Students must provide documentation on the application that they have been involved in leadership activities and have provided service to others. They must be known to the selection committee to be of good character. The selection committee consists of staff members, from a variety of disciplines, covering the major subject areas. Candidates receiving a majority vote of the selection committee will be inducted into the chapter. The students are notified by the chapter of the selection committee decisions. The induction ceremony is held in the Fall and is a county-wide induction ceremony.

A National Honor Society member who transfers from another school and brings a letter of verification from the chapter advisor at his/her previous school shall be accepted automatically as a member in the LBHS chapter.

The chapter advisor reviews the standing of members periodically. Any student who no longer meets the eligibility requirements in any of the four areas will be sent a warning letter and will have one semester to correct the area of deficit. In the case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned. If the student does not meet the standard at the end of the warning period, then he/she will be dismissed from National Honor Society membership. Any student who wishes to appeal decisions made by the selection committee must do so by meeting with the principal under the same rules for disciplinary appeals. Members who resign or who are dismissed are never again eligible for membership.

EARLY GRADUATION

Some school years, some students elect to graduate early. If a student wishes to pursue this alternative, he/she must obtain a "Request for Early Graduation" from the building principal. The board of education has adopted the following rules regarding early graduation:

- A. Written requests should be completed after the end of the sophomore year.

- B. A student should have at least a C average to be considered.
- C. Early graduates whose requests are approved prior to the beginning of the junior year will be given full senior class status and responsibility upon final approval. (This would mean prom, yearbook, senior pictures, and senior trip.) Early graduates will not carry over a share of class resources from their original class and will not participate in graduation ceremonies unless all requirements are fulfilled. Early graduates are not eligible to receive exam exemptions or valedictorian and salutatorian honors.

COLLEGE CREDIT PLUS

Public high school students may enroll in college courses for high school and/or college credit. Students who are interested in participating in this program must come to a mandatory meeting with their parents. This meeting is held by the end of February each year. At this group meeting, students and parents will learn about the possible risks and benefits for participants. After this group meeting, parents must sign a form indicating that they intend for their student to pursue this option. Then, they must contact the guidance counselor by March 30 to set-up an individual conference. At this conference, the student will indicate which college he/she wishes to attend and which course(s) he/she would like to schedule. Applications must be completed and sent to the college with a transcript and course selection form. Students must meet admissions criteria at the college he/she wishes to attend.

At the University of Findlay (for example), all interested students in grades 9-12 must have a minimum of a 2.5 GPA. Students must have an ACT composite of 20 OR an SAT score of 950 in critical reading and math OR a PSAT composite of 141 in critical reading, math, and writing, OR a Compass Reading score of 88 or Compass Algebra score of 52. Students are allowed to take 100 or 200 level courses.

For Rhodes State College and Owens Community College, applicants must have a Compass Reading score of 74, a Writing score of 69, and/or a Math score of 52, needed for recommendation into college level classes at Owens or with Rhodes. Applicants may waive Compass testing if they have the comparable scores on the ACT.

Students and parents also must sign a form indicating their intent to participate in this program. Grades from college courses are calculated into the accumulative GPA in the same manner as courses taken in the high school. What students earn for their college CCP course will be the same grade they earn for the high school class.

Depending on the option the student and parents chose, this program is available at no cost to the student or parents. With a failing grade in the college credit plus class or with an expulsion from the high school, the student/parent become responsible to pay for all educational costs, and will be required to reimburse Liberty-Benton Local Schools for these courses.

Students are expected to be in their LBHS classes on days when they do not have their college credit plus course. For example, if LBHS is operating on a school delay schedule on a Monday, and the student does not have college credit plus classes on Monday at that time, the student is expected to be in class, on time at LBHS.

DUAL COLLEGE CREDIT PLUS

Liberty-Benton High School students may apply to enroll in dual college credit plus courses being offered at LBHS through partnerships with area colleges. Applications must be completed and sent to the respective college with a high school transcript and course selection form. Students must meet admissions criteria for that specific college in order to participate. See your guidance counselor for more information and important dates.

INTERIM REPORTS OF CLASSROOM PERFORMANCE

Since a goal of the school is to aid students in attaining academic success, the fifth week of each grading period is designated as the time when Interim Reports of Classroom Performance are sent home to the parents, by request. These notices indicate to the parents if a student's classroom performance in a particular area is below average, and if so, a diligent effort is required to achieve an acceptable evaluation. These reports indicate not only areas that need improvement, but they also outline areas in which the student is experiencing success. It is hoped that by building on these strengths, the student will be able to correct his/her deficiencies. Again, parents are encouraged to contact the teachers or the building principal to discuss these reports when they are received during the school year. This report is just an additional avenue by which the school attempts to communicate with the home. All parents are encouraged to monitor students' daily and weekly work in Schoology.

EIGHTH GRADE CREDITS

Incoming freshmen receive high school credit for some identified course work taken as an eighth grade student if it meets the specifications set by the state. The credits and the grades identified for high school credit during the 8th grade year are not optional. For example, these grades are not dropped if a student earns a B or lower.

REPEATED COURSES

When a student repeats a course that has already been passed, the first passing grade is the one that factors into the grade point average, and a second credit can not be issued for the same class. Basically, a student should only repeat a course if required to meet a prerequisite or to gain a better understanding of the material.

GUIDANCE SERVICES

Many essential services are provided by the guidance counselor. Some of the primary reasons for visiting the guidance counselor are the following:

- A. to obtain information regarding college planning
- B. to obtain information regarding vocational planning
- C. to interpret standardized test results
- D. to aid in solving learning difficulties
- E. to assist in registration of courses
- F. to aid in dealing with personal problems
- G. to assist in obtaining financial aid
- H. to strengthen student-teacher relationships
- I. to learn about and sign up for credit flexibility options, such as dual enrollment, independent study, correspondence, college credit plus, ...

Since an “open door” policy is maintained, the guidance counselor is available for conference with students and parents at any time during the school day. Parents and students are encouraged to explore this avenue when the need arises.

SCHEDULING

In an attempt to better meet the individual needs of students and to assure that parents are involved in their son/daughter’s registration for classes, the following procedure will be utilized in scheduling:

- A. In early Spring, course descriptions are made available to students for the next year’s classes. This should be studied with the aid of teachers, the counselors, and parents, keeping in mind prerequisites and a logical sequence of courses leading to fulfilling all requirements.
- B. A computer scheduling plan will be used to accommodate our student body.
- C. The guidance counselor will maintain a credit check for students and work closely with the principal to develop a master schedule.
- D. It should be noted that all attempts are made to meet the student’s needs, but it is impossible to accomplish this 100 percent of the time.
- E. Educational Option Plans are available and coordinated by the guidance counselor. Students and parents must have a conference with the guidance counselor and must observe the necessary deadlines.

SCHEDULE CHANGES

Schedules are carefully developed for each student based upon student requests, which are signed by parents. After the school year starts, schedule changes should be rare. Schedule changes may be done for valid educational reasons only, and schedule

changes will be recorded as a WD/fail on grade cards and transcripts after the first week of a course. Schedule changes may only occur with the approval of the principal and teacher.

FEE SCHEDULE

Due to the amount of consumable supplies used in some areas, the payment of fees is required. These include most academic classes such as art, family and consumer science, science, English, vocational agriculture, and dual enrollment college courses. This schedule is revised annually to reflect the amount needed. These fees should be paid as soon as possible and definitely by the end of the first quarter of school. Anyone having difficulty in this area should contact the high school office to arrange payments. Not paying fees may result in grade cards and diplomas being held.

EMERGENCY PROCEDURE FORM

At the beginning of the school year, each parent is asked to complete an emergency procedure form. This form provides all the necessary information (including parent consent) that is required for the school to take action in case an individual emergency arises. This form must be completed yearly, and it is a very important part of the student's records.

EXTRA-CURRICULAR (CO-CURRICULAR) ACTIVITIES

A student's school years are usually much more rewarding if he/she becomes involved in student life outside of the classroom. In an attempt to provide opportunities to broaden their educational experiences, students are offered a number of activities. Being involved in these activities is a privilege and not a right. A student can be denied participation in extracurricular/co-curricular activities for conduct outside the school day and off school grounds, which brings discredit to the school and its program, and for behavior which is a threat to other students and places them at risk. All school rules apply both at home and away activities and at dances.

BACKPACKS/LAPTOP BAGS/PERSONAL ITEMS

Backpacks/large bags or purses/book bags are not permitted in classrooms, computer labs, or to be carried around through the hallways. Students should make all efforts to contain their items within the school-provided locker. With the transition to a digital learning environment, students will have fewer textbooks and school materials to carry from class to class. Nothing may be stored in the laptop bag, except for the charging cord. Violation of this results in the loss of the insurance coverage. This means any damages to the laptop will be billed directly to the student's fees.

Students should not need to carry a lot of additional items from class to class. Clothes for gym class may be carried back and forth from the lockers to gym class in a small drawstring bag. If students need to carry any other personal items to class, they must be contained in a very small bag, not to exceed 12” in size, and at no times should these small bags or purses ever contain books of any kind. Having books within a bag makes it a book bag, and book bags are not permitted within the classrooms.

Backpacks/large bags present several safety concerns around the building: bumping into other students with such heavy contents, causing physical damage to students carrying such heavy loads unbalanced on their backs, accidentally knocking into computer equipment in classes, and generally taking up too much space in hallways, classrooms, and computer labs, tripping hazards, etc...

Students may bring backpacks and book bags into the building as long as they are stored inside student lockers during the school day.

FIELD TRIPS

In order for a student to attend a field trip, a signed permission slip and emergency medical form must be on file in the office. While on a field trip, students are to behave as if they were within the school building. It is important to remember that each student of a trip represents not only the school and his/her parents, but the community as well. Students are responsible to make up all missed work and tests upon return.

IMMUNIZATIONS

In compliance with state mandates, the county nurse checks all student health records to be sure they have received the required immunizations. When deficiencies are identified, parents are notified and steps must be taken to correct the situation. Students who are not in compliance after a specified date will be excluded from school.

LAPTOPS

Please refer to the complete laptop policy, procedures, and information manual and the student-parent laptop agreement for complete information about district-owned laptops. Consequences may be issued to a student for repeatedly forgetting to bring the laptop to school, failing to charge the laptop routinely at home, leaving the laptop unattended, or for other violations as stated within the laptop policy and agreement.

LOCKERS

The lockers remain the property of the Liberty-Benton Board of Education and are supplied for student use in storing personal belongings and books. They are at no

time to be used for storing articles which are against the law, against the rules of the school, or serve no useful purpose for school related activities. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, school grounds, student vehicles, etc..., and their contents are subject to search by school authorities at any time and without warning. Dogs may be brought in at any time unannounced to search the premises and facility. If locks are used on lockers, students should provide the office with a key or combination, or it may be cut off to be searched.

ORGANIZATIONS, CLUBS, PUBLICATIONS

All new clubs, organizations, and publications must be pre-approved by the administration, and a staff member must be present to monitor meetings and activities. The Liberty-Benton school website is property of the Liberty-Benton Local Schools, and no personal information may be copyrighted. Publications such as the district newsletter, yearbook, and school website are connected to the overall school program and are subject to editorial control by the school's authorities.

The school recognizes the rights of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material, buttons, and badges. All of these items must meet school guidelines. Students who are unsure whether or not materials they wish to display or distribute meet school guidelines should present them to the principal at least 24 hours prior to display or distribution.

PASS SYSTEM

The purpose of a pass system is to aid the school in its responsibility to constantly account for the students entrusted to its care. At Liberty-Benton High School, three types of passes are utilized. They are briefly described below.

- A. "Permit to Leave School"--A student receives a pink slip when he/she gives the building principal an **acceptable** note from a parent to leave school during the day. This note **must specify** the time to be excused from school and the **specific reason**. If the student is leaving for an appointment, the note must say what type of appointment.
- B. "Special Excuse"--A student receives a blue pass from a teacher anytime it is necessary to leave his/her assigned area. These passes are given when a teacher requests a student to go somewhere.
- C. Restroom/Locker Pass - These passes are used when a student needs to go to the restroom, to his/her locker, or to another classroom. Teachers may still limit the number of these passes used within their classroom.

PESTICIDE APPLICATION ADVISORY IN SCHOOLS

The district is providing you with the option to be informed prior to any application of a pesticide in a classroom building this school year. In certain emergencies, pesticides may be applied without prior notice to control organisms that pose an immediate health threat, but you may be notified following any such application. If you would like to receive notification, please complete the information below and submit to:

Liberty-Benton Local Schools, Superintendent Office,
9190 County Road 9, Findlay, OH 45840
Phone: 419-422-8526; FAX: 419-422-5108

Prior Notification of Pesticide Application Request:

Parent Name _____
Student Name(s) _____
Building/Grade Level(s) _____
Home Address _____
City, Zip Code _____
Daytime Phone _____
Evening Phone _____

Please check one:

- I wish to be notified prior to a scheduled pesticide application inside the school building.
 I wish to be notified prior to a scheduled pesticide application on the outside grounds of the school building.
 Both of the above

Parent's Signature

Date

PHONES

When students are sick and need to call home, the calls must be made in the office with the office permission. All other calls students need to make must also be done from the office phones. Students are not to use their cell phones for calls during the school day. Students may use their cell phones before and after school hours for any necessary calls.

PRINTING COSTS

In an effort to curtail district costs, Liberty-Benton Schools will monitor and limit student printing. Students are encouraged to conserve on printing supplies whenever possible. For example, when printing information from web pages, rather than printing the entire web page, students should copy and paste the relevant material into a Word file to be printed. Furthermore, students are encouraged to use

the print preview feature before they print anything. By using this feature, students can better judge what is going to be printed, what it will look like, and the general layout, thus, limiting printing mistakes. Students are also encouraged to complete as much revising, editing, and proofreading on screen as possible as opposed to printing multiple copies of rough drafts before the final product is printed. In general, most teachers will have you submit items electronically.

To help facilitate this process, Liberty-Benton Schools will utilize software to monitor and control printing allotments. All students will be given a page limit for the year. Each page will be printed at a rate of \$0.10 per page, and the student's account will display the amount as it decreases from their account. If and when a student reaches a balance of \$0.00, their account will be blocked from printing. At that time, the student may request additional pages for their account through the technology coordinator. All such requests will be evaluated based on both need and administrative discretion. We thank everyone for helping us to cut back on our district printing costs.

SECURITY CAMERAS

Liberty-Benton High School, grounds, and transportation are protected and monitored by security cameras. There is no expectation of privacy. Actions recorded on these cameras may be used for disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and a possible referral to local law enforcement agencies. Under privacy rights, parents and/or students are not permitted to view recorded surveillance. Only administration and sometimes law enforcement will view and use the surveillance information. Recorded information is only saved for a short period of time before it is no longer in memory, unless saved as evidence of the inappropriate activities.

STUDY HALLS

A study hall provides students with time to complete assignments, attend the library, or enjoy leisure reading. Students should bring enough material with them to keep busy for the entire period since the study hall is not a time for student visitation. Anyone leaving a study hall must have a pass to do so or must remain in the supervised study hall, and students are not permitted to leave the building just because they have an assigned study hall.

TEXTBOOKS

Textbooks are provided at public expense for some courses, and students are responsible for returning them upon course completion or withdrawal with only normal wear. A fine will be assessed for damage or misuse of textbooks, and a lost book will be charged at the replacement cost. Students should inspect books as they

are issued and report any damage to the teacher. Students are solely responsible for the proper care of their assigned texts.

VISITORS

Parents, student teachers, and individuals on school business are welcome to the school. It is necessary, however, for visitors to check in the main office upon arrival and receive approval and a visitor's pass for the visit. Please note that student visitors are not permitted except by special permission from the building principal, and this is normally for a potential student to experience Liberty-Benton Schools. Parents who wish to observe classes should make arrangements with the teacher(s) and principal prior to the date of visitation. Alumni should schedule a visit with a teacher prior to their arrival and should make the arranged visit during the teacher's conference period.

WITHDRAWAL

If it becomes necessary to withdraw from school, the student should obtain the proper form from the guidance office. This form is then initialed by all of his/her teachers when returning textbooks, laptop, paying any financial obligations, and receiving the current grades in each course being taken. The necessary student records are then sent to the new school upon the parent giving the required permission.

WORK PERMITS

Upon student request, applications for work permits may be obtained in the high school office. After all portions of the application are completed, return the application to the high school office for the assigning of the work permit.

DRUG TESTING PROGRAM

PHILOSOPHY

The policy is designed to help students and parents cope with drug, alcohol, and tobacco use. Therefore, the policy is in place to provide guidelines for each student/family to receive assistance as needed. Accordingly, the policies established by the Liberty-Benton Schools' administration are based upon the following beliefs:

1. We believe that there is no such thing as responsible use of controlled substances/mood altering chemicals, alcohol, or tobacco by any high school student. Adolescent use is not only against the law---it jeopardizes the student's health and safety, and it inhibits attainment of individual potential. Therefore, any use of controlled substances/mood altering drugs, alcohol, or tobacco by student athletes will not be tolerated.

2. **We believe that participation in athletics is a privilege, not a right.** Student athletes are in a highly visible setting of leadership and /or competition/performance. Therefore, these student athletes will be held to a higher accountability of conduct and behavior than the student who chooses neither to participate nor to represent Liberty-Benton Schools.

3. We believe that the school's ignoring a rumor implies consent. Therefore, all reports, information, or rumors will be investigated by coaches, advisors, and/or administration.

4. We believe that the parent(s)/guardian(s)/custodian(s) of a student athlete have a right to be informed. Therefore, the parent(s)/guardian(s)/custodian(s) will be contacted regarding findings by school staff.

5. We believe that violating the drug policy in a school or community setting reflects poorly on the individual, family, team/organization, and school. Therefore, violations of this nature will carry penalties in regard to competition/contests/performances.

6. We believe that participation is better than exclusion. Therefore, first offense violations allow the student to remain a member of the team as long as he/she follows the assistance recommendations.

7. We believe that the coaches, trainer, team doctors, guidance counselor, and administration are interrelated. Therefore, these departments must share information in an effort to promote a lifestyle among students that is drug, alcohol, and tobacco free. Professional judgment will be used regarding the sharing of confidential information shared with school staff; however, we believe that when all resources are called upon for assistance, more help can be provided to the student.

PURPOSE

1. To provide a healthy and safe environment to all student athletes participating in the athletic program.
2. To discourage or provide a deterrence for all student athletes from using drugs or alcohol.
3. To provide solutions for the student athlete who does use drugs and/or alcohol.
4. To provide the athletic department with guidelines and disciplinary policies for violations of the drug free policy.

DEFINITIONS

1. **Student Athlete** - Any person participating in a high school or junior athletic program and/or contests under the control and jurisdiction of the Liberty-Benton Local Schools and/or the Ohio High School Athletic Association.
2. **Random Selection** - A system of selecting athletes for drug and alcohol testing in which each athlete shall have a fair and equitable chance of being selected each time selections are required.

3. **Illegal/Illicit Drugs** - Any substance included in USC 802 (6), in which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use by the prescription or the manufacturer.
4. **Alcohol** - Any intoxicating liquor, alcohol, wine, beer, mixed beverage, or malt liquor/beverage, as defined in the Ohio Revised Code Section 4301.01. The term “alcoholic beverages” includes any liquid or substance, which contains alcohol in any proportion or percentage. The term “alcoholic beverage” does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer, and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, providing the substance is (a) authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student’s name and directions for use or (b) an over-the-counter medicine.
5. **Assessment** - A program operated by a certified chemical dependency counselor or at an agency certified by the Ohio Dept. of Alcohol and Drug Addiction Services, or a licensed physician trained in chemical dependency.
6. **Possession** - Having control over an item.
7. **Trafficking** - Sell, offer to sell, distribute, possess with intent to distribute, cultivate, manufacture, or otherwise engage in any part of the production of a controlled substance.
8. **Controlled Substances** - Means a drug, compound, mixture, preparation, or substance included in Schedule I, II, III, IV, or V established pursuant to the Ohio Revised Code.
9. **Mood-Altering Chemicals** - Includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, and any common substance such as “white out,” glue, gasoline, aerosols, cleaning solutions, etc..., used for its mood-altering effect. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student’s name and directions for proper use.
10. **Paraphernalia** - Instruments such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits, and any other items normally or actually used for the packaging, conveyance, dispensation, or use of drugs will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a controlled substance.
11. **Tobacco** - All types of tobacco products, including smokeless.
12. **Counterfeit Substance** -

- (1) Any drug that bears, or whose container or label bears, a trademark, trade name, or another identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark.;
- (2) Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, possessed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it;
- (3) Any substance that is represented to be a controlled substance/ mood-altering chemical, but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical;
- (4) Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size, and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

TYPES OF TESTING

1. RANDOM TESTING:

In-season random testing will be done throughout the season. An athlete may be randomly tested more than once per season. Once an athlete has declared interest in a sport, they are subject to random testing throughout the school year, regardless of how many sports they participate in during the year. In the event of a positive result, the athlete may have the original sample re-tested within 24 hours at his/her own expense.

a. Random Selection of Student Athletes:

The Athletic Director, under the Principal’s supervision, will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible athletes.

b. Scheduling of Urine Drug Testing:

Random testing is unannounced. The day and date are selected by the Athletic Director and confirmed with the Principal. Random testing may be done weekly.

2. REASONABLE SUSPICION TESTING:

School officials will have the right to have student athletes tested for the use of illicit or banned substances when there is “reasonable suspicion” surrounding the particular student athlete. This reasonable suspicion will be left solely to the judgment of the school official (Coach, Athletic Director, Principal).

REFUSAL TO TEST

Any student athlete refusing to submit a urine sample during a pre-season, random, or reasonable suspicion test will have **24 hours** to produce a **non-dilute sample** at the approved Board of Education facility, at their own expense, with no cost reduction. Failure to comply within the 24 hour period is an Athletic Code of Conduct violation which is equivalent to a 1st, 2nd, or 3rd offense violation of the Drug Policy (this is dependent upon any previous violations).

DRUGS FOR WHICH ATHLETES MAY BE TESTED

Marijuana - LSD - Alcohol - Amphetamines - Barbiturates - Nicotine (Tobacco) - Benzodiazepines - Methadone - Anabolic Steroids - Methaqualone - Opiates - Cocaine - Propoxyphene (Darvon)

APPROVED BOARD OF EDUCATION TESTING FACILITY

The only facility in which the Liberty-Benton Local Schools will accept test results from is:

GREAT LAKES BIOMEDICAL
25660 N. DIXIE HIGHWAY
PERRYSBURG, OHIO 43551
(419) 872-5343 OFFICE
(419) 872-7464 FAX

This facility has on-call technicians 24 hours a day, 7 days a week to help working parents. Call ahead to notify them of your arrival. Testing done at this facility is at the athlete's expense with no cost reduction. **A parent/guardian is required to accompany any minor under the age of 18 years old.** If a parent/guardian is unable to accompany a minor, the parent may sign a waiver allowing the minor to test without adult supervision. These forms are available in the Athletic Office or they can be faxed from the facility.

COLLECTION PROCESS

The selected student will be notified to report to the collection site. A specimen of urine is collected following this process:

1. Drug testing area must be secured during the testing.
2. Only lab technicians and students will be witness to the test.
3. Privacy must be kept for all students.
4. The Athletic Director is responsible for ensuring that the Informed Consent Agreement is completed and signed by both parent/guardian and student.
5. When students arrive and cannot give a sample, they will need to start drinking water, pop, or juice. After 36 oz., the human body will need to urinate.

6. Any student who is taking a medication must notify the technician prior to testing and have the medication listed on the Informed Consent Agreement.
7. No bags, backpacks, purses, cups, containers, or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves, or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area.
8. Students processed by the technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area, they may not be allowed to test. They are not to have contact with anyone until after they have tested.
9. Students will be asked to hold out their hands and a sanitizer will be put on their hands. The bathroom personnel will add a dye to the toilet.
10. Students will be asked to urinate directly into the collection cup given to them by the lab technician. The technician will stand outside the stall and listen for normal sounds of urination.
11. Any and all adulterations or diluted samples of the specimen will be detected and considered the same as a test refusal or drug policy violation. The lab checks samples for adulterations or diluted samples and requires a retest within 24 hours if so occurs.
12. Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be sent to the lab for immediate confirmation of tampering.
13. The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
14. Students are not to flush the toilets. In the event that a student flushes the toilet, they will be required to give a new sample immediately or the sample will be invalid.
15. With the student watching, the technician will recap the sample and hand it to the student who must then return it to the technician. In the event the student does not hand the cup directly to the technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or walks out to talk with anyone, the sample is invalid and the student will have to give another sample.
16. Any infringement of these rules will result in the student taking a retest.
17. This collection procedure is subject to change because of procedural requirements by the testing agency. The Liberty-Benton Local Schools reserves the right to change the collection procedure to coincide with the testing guidelines as set forth by the agency.

CONSEQUENCES FOR VIOLATIONS OF DRUG POLICY

A. POSSESSION OF ALCOHOL, CONTROLLED SUBSTANCES, MOOD ALTERING CHEMICALS

OR

B. POSITIVE TEST RESULT (Drugs, Alcohol)

FIRST OFFENSE

1. Loss of any leadership position in athletic activities for the remainder of the school year.
2. A letter shall be mailed to the parent(s)/guardian(s) and a copy placed in the athlete's file that alerts the athlete of the violation, and informs the athlete of the consequences of further violations.
3. The athlete will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Dept. of Health or the Ohio Dept. of Alcohol and Drug Addiction Services) for chemical dependency assessment, and then follow the recommendations of the counselor. The parent/guardian is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor. The athlete will be denied 20% of the regularly scheduled contests of the current sport season. This includes any post-season contests or will be extended through the next sport season. The parent/guardian and athlete will meet with the Athletic Director, the coach, and the administrator to determine reinstatement. The athlete may be required, at parent/guardian expense, to submit to weekly testing for the remainder of the current athletic season.

OR

- * If the athlete does not comply with the first offense consequences (items 1-3), the student will be denied participation in interscholastic athletics for the remainder of the current season and the next athletic season.
4. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete, or the date on which the violation of the substance abuse policy has been determined.

SECOND OFFENSE

1. The athlete is denied contest participation for one calendar year from the date of the violation. The Athletic Department & Coach, at their discretion, may allow an athlete to practice with a team. The athlete will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Dept. of Health or the Ohio Dept. of Alcohol and Drug Addiction Services) for chemical dependency assessment, and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor. The parent/guardian/custodian and athlete will meet with the Athletic Director and the Principal to determine the reinstatement. The

athlete may be required, at parent/guardian/custodian expense, to submit to weekly testing for the remainder of the current athletic season.

THIRD OFFENSE

1. The athlete is permanently denied participation in athletics in the Liberty-Benton Local Schools.

**C. SELLING/ATTEMPTING TO SELL ALCOHOL,
TRAFFICKING IN CONTROLLED
SUBSTANCES/MOOD-ALTERING CHEMICALS**

Student athletes who in any way aid or abet another student will be disciplined as if he/she were the principal offender.

FIRST OFFENSE

1. A letter shall be mailed to the parent(s)/guardian(s) and a copy placed in the athlete's file that alerts the athlete of the violation, and informs the athlete of the consequences of further violations.
2. Dismissal from all athletics for the remainder of the school year.
3. Information collected related to trafficking will be reported to appropriate law enforcement authorities.

ANY ADDITIONAL OFFENSE will result in permanent denial of participation in athletics in the Liberty-Benton Local Schools.

REASONABLE SUSPICION

Reasonable suspicion is still part of the Athletic Code of Conduct. Therefore, athletes who use alcohol, tobacco, or drugs will be subject to denial of participation. The Athletic Department reserves the right to enforce its policy based upon reasonable suspicion. Disciplinary action based on reasonable suspicion will be the responsibility of the Athletic Director.

DISCIPLINARY PROCEDURES

1. When school personnel learn that a student has violated or is suspected to have violated any rule, the Athletic Director and Principal (designee) shall be notified immediately. The investigation shall be initiated within 72 hours of notification.
2. The student may be temporarily removed from an athletic contest and/or practice by the Principal (designee), Athletic Director, coach, or faculty manager responsible for supervision of that activity.
3. A review committee, consisting of the coach/advisor and the Athletic Director at a minimum, will meet to investigate the violation. If the review committee feels action

beyond temporary removal is warranted, the Principal or designee shall inform the student and the parent/guardian of the specific violation and possible penalty.

4. An informal hearing with the student and the review committee will be held.
5. Violations shall be determined based on the totality of all reasonable, available evidence. The review committee shall have the authority to hear testimony, receive sworn statements and evidence, and take any other reasonable actions necessary to reach a decision.
6. The Principal/Designee will inform the student and the parents of the review committee's decision.
7. The review committee's decision may be appealed to the Superintendent/Designee.
8. During an appeal, the student may practice, but may not participate in any official activity pending the outcome of the hearing conducted by the Superintendent/Designee. **The decision of the Superintendent/Designee is final.**

DUE PROCESS

Each student who is in violation of the Drug, Alcohol, and Tobacco Policies will be afforded due process. The student will have the right of appeal consequences to the building principal. This must be done, in writing, within 72 hours of the consequences being determined. All consequences will be enforced during the appeal period. A final appeal may be made to the Superintendent of schools or his/her designee, in writing, within 72 hours of the consequences being determined. All consequences will be enforced during the appeal period.

VOLUNTARY REFERRAL OPPORTUNITY

Students have the opportunity for a voluntary referral procedure to seek information, guidance, counseling, and/or assessment in regard to the use or possession of tobacco, alcohol, and other controlled or non-controlled substances. Voluntary referrals may be made by the student, his/her immediate family, or from a fellow student. Voluntary referrals will not carry violation consequences on the first offense only; however, it will be counted as a violation.

To avoid receiving a denial of participation, the student must complete an assessment and follow recommendations of any evaluation or assessment. Completion of all assistance requirements must be within the time schedule established by Intervention Assistance. The voluntary referral can be made to the coach/advisor, guidance counselor, Principal, or Athletic Director. Voluntary referral cannot be used by student participants as a method to avoid consequences of the Athletic Code of Conduct and must be made within 72 hours of the violation. Voluntary referral must occur prior to any report of violations, and 72 hours prior to a random drug test. **Involvement by law enforcement officials negates the option of voluntary referral.**

The student may use the option of voluntary referral once in his/her career in Liberty-Benton Local Schools. Voluntary referral which results in no prohibition from participation is considered a first violation. Any subsequent violations will be enforced accordingly. If the student requesting the voluntary referral opportunity does not complete the assessment recommendations by the established time schedule, the violation consequence will be put into effect immediately.

Violations are accumulative throughout the student's middle and high school years (grades 7-12)

ACCEPTABLE USE OF TECHNOLOGY

The Liberty-Benton Local School District (LBLSD) provides computer and on-line service to students and teachers to promote educational excellence in our schools by facilitating resource sharing and innovation. With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. The LBLSD has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. We firmly believe that the valuable information available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

We understand that all forms of technology change at a very rapid pace. For this reason, the principal and assistant principal will determine what constitutes an inappropriate activity. This also means that unacceptable computer use includes such things as unplugging wires, tampering with equipment, changing settings, etc..., and such inappropriate activities may be disciplined accordingly.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. In general, this requires efficient, ethical, and legal utilization of the network resources. If a LBLSD user violates any of these provisions, his or her account may be terminated and future access may be denied. The signatures at the end of this document are legally binding and indicates the parties who signed have read the terms and conditions carefully and understand their significance.

In addition to being responsible for appropriate use of the internet, students are also responsible for appropriate use of the school-provided laptops, and all students and parents must follow the separate LB policy on laptop procedures.

**Network Privacy and Acceptable Use Policy
TERMS, CONDITIONS, AND RESPONSIBILITY**

Acceptable Use:

1. The purpose of student use of the internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources. The use of your account must be in support of education and research and consistent with the educational objectives of the LBLSD.
2. Uses of other organizations' networks or computing resources must comply with the rules appropriate for that network.
3. Use for product advertisement or political lobbying is also prohibited.

Privileges:

1. The use of the internet is a privilege, not a right, and inappropriate use could result in cancellation of these privileges.
2. The school administrators will deem what is inappropriate use and their decision is final.
3. The school administrators may close an account at any time as required.
4. The administration, faculty, and staff of the LBLSD may request the technology coordinator and/or principal to deny, revoke, or suspend user accounts for any activity considered to be inappropriate, and other disciplinary actions may be taken as well.
5. User accounts may be suspended temporarily or indefinitely.
6. A student's suspension of privileges due to disciplinary action could negatively affect the student's grade in one or more classes, depending on the class requirements.

Network Etiquette And Responsibilities:

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not get abusive in any message or work you complete.
2. Use appropriate language. Do not swear, use vulgarities, use threatening or racially inflammatory language, or any other inappropriate language.
3. Do not use the network in a way that you would disrupt the use of the network by other users.
4. Do not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.
5. Use of the internet to access, process, distribute, display, or print pornographic material, other offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the school computer(s) and/or the school's network are prohibited. (i.e., viruses)
6. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components

of a computer or computer system is prohibited. Students must avoid intentionally wasting limited resources.

7. Use should be for educational purposes only. There will be no access to home e-mail accounts, games, or surfing, except for research purposes. It is the intention of the Liberty Benton Local Board of Education to protect the privacy of students who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the District. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the District.

Acceptable and Unacceptable Uses

The computers, computer network and messaging systems of the School District are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by students for personal communications is permitted as long as such communications are limited in number, are initiated during non-educational periods, and do not interfere with the primary intended uses of the system.

The following are uses which are unacceptable under any circumstances:

- the transmission of any language or images which are of a graphic sexual nature
- the transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening uses that constitute defamation (libel or slander)
- uses that violate copyright laws
- uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment)
- any commercial or profit-making activities
- any fundraising activities, unless specifically authorized by an administrator
- installation of any personal hardware or software
- removal or relocation of any district computer hardware without the explicit permission of the Technology Coordinator or building administrator
- Any act that violates Public Law 107-110 Section 2441, No Child Left Behind

Security and Integrity

Students shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release

or sharing of passwords and the intentional disabling of any security features of the system. Students shall not take any actions which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the Technology Coordinator). Students shall report to the Technology Coordinator or a School District administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their educational experience.

Internet Safety

- **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
- **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- **“Hacking” and Other Illegal Activities.** It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by

Ohio law, for internal administrative purposes or approved educational projects and activities.

- **Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.
 - Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.
 - The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that
 - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
 - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Right of Access

Although the Board of Education respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the District’s computer network and messaging systems require that full access be available at all times. The School District therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein. All such data, information, and messages are the property of the School District and students should have no expectation that any messages sent or received on the School District’s systems will always remain private.