STUDENT AND PARENT
RIGHTS AND RESPONSIBILITIES
HANDBOOK

Board Adopted July 1976
Board Amended 2007

Every Minute Counts...

LIMA CITY SCHOOLS
LIMA, OHIO
2015-2016
MISSION STATEMENT OF THE LIMA CITY SCHOOL DISTRICT

The mission of the Lima City Schools is to provide a climate in which every student learns.
STUDENT AND PARENT
RIGHTS AND RESPONSIBILITIES HANDBOOK

Demands for student rights and concerns about student discipline have presented school officials with serious problems and important challenges during the past decade. Moreover, changing conditions in education and in American society have dictated significant changes in past school policies and practices regarding student rights and responsibilities. Consequently, in recent years, the Lima City School system has developed and adopted many new policies. Needless to say, the degree of understanding of these policy additions and changes by students, parents, teachers, administrators and school officials has been varied and diverse.

During the development of this Rights and Responsibilities Student Handbook for the Lima City School system, many committee and sub-committee meetings were held, and countless hours were expended in research, discussion and debate. There was valuable input by students, parents, teachers, administrators and board members. Surprisingly perhaps, the adults did not emphasize responsibilities as might be expected nor did the students emphasize rights. Instead, all parties involved in the deliberations recognized that in a democracy and especially in a school setting, rights and responsibilities carry equal weight and are truly opposite sides of the same coin.

Every rule in this policy was put there for a good reason. One thing that every student should keep in mind is that there are many students in our schools. Each of these students has a right to an education. If one student acts in a way which disrupts a school or classroom, then he/she is interfering with the rights of others, and this type of conduct cannot be tolerated.

The primary purpose in developing this policy was to make it clear to students and their parents and school personnel, what students can and cannot do. Consequently, I would encourage all students, parents and school personnel to read this handbook carefully. Students and staff also would be well advised to pick up this handbook periodically and reread it to remind them of what is in it.

Finally, I would add that this handbook represents, until officially changed, official school board policy on student rights and responsibilities in the Lima City School District.

Sincerely,

Jill Ackerman
Superintendent, Lima City Schools
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**Lima City Schools - General Information**

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<tr>
<th>School Name</th>
<th>Contact Person</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dr. Earl A. McGovern Educational Center</strong></td>
<td>Jill Ackerman, Superintendent</td>
<td>755 St. John’s Avenue – Post Office Box 2000 Lima, OH 45802-2000</td>
<td>419.996.3400</td>
</tr>
<tr>
<td><strong>Central Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Plant Operations/Custodial/Transportation</strong></td>
<td>Randall Crossley</td>
<td>600 West Wayne Street</td>
<td>419.996.3450</td>
</tr>
<tr>
<td><strong>Freedom Elementary School</strong></td>
<td>Chandra Nuveman, Principal</td>
<td>575 South Calumet Avenue</td>
<td>419.996.3380</td>
</tr>
<tr>
<td><strong>Heritage Elementary School</strong></td>
<td>Stacy Barker, Principal</td>
<td>816 College Avenue</td>
<td>419.996.3290</td>
</tr>
<tr>
<td><strong>Independence Elementary School</strong></td>
<td>Matthew Quatman, Principal</td>
<td>615 Tremont Avenue</td>
<td>419.996.3330</td>
</tr>
<tr>
<td><strong>Unity Elementary School</strong></td>
<td>Tricia Winkler, Principal</td>
<td>925 East Third Street</td>
<td>419.996.3300</td>
</tr>
<tr>
<td><strong>Liberty K-8 Arts Magnet School</strong></td>
<td>Angela Heffner, Principal</td>
<td>338 West. Kibby Street</td>
<td>419.996.3320</td>
</tr>
<tr>
<td><strong>South K-8 Science/Technology Magnet School</strong></td>
<td>Chad Fallis, Principal</td>
<td>755 St. John’s Avenue</td>
<td>419.996.3190</td>
</tr>
<tr>
<td><strong>North Middle School – Grades 5 &amp; 6</strong></td>
<td>Julie Stewart, Principal</td>
<td>1135 North West Street</td>
<td>419.996.3100</td>
</tr>
<tr>
<td><strong>West Middle School – Grades 7 &amp; 8</strong></td>
<td>Thomas J. Winkler, Principal</td>
<td>503 North Cable Road</td>
<td>419.996.3150</td>
</tr>
<tr>
<td><strong>Lima Senior High School</strong></td>
<td>Alison Van Gorder, Principal</td>
<td>1 Spartan Way</td>
<td>419.996.3000</td>
</tr>
<tr>
<td><strong>Lima Alternative School @ South</strong></td>
<td>M. Frances [Fran] Mort, Principal</td>
<td>755 St. Johns Avenue</td>
<td>419.996.3775</td>
</tr>
</tbody>
</table>
PHILOSOPHY OF DISCIPLINE

The purpose of discipline in the Lima City Schools is to nurture an environment most conducive:

- to the total development of the individual,
- to learning,
- to the health and safety of students and staff and
- to helping the student develop self-control and self-direction.

To this purpose, a detailed disciplinary code [Rights and Responsibilities Student Handbook] was developed over a three month period during the 1975 school year with advice of students, parents and staff. A committee has met annually to update and revise many of these longstanding policies.

We believe that no institution can endure or operate without some form of control through laws, policies and/or procedures - be it home, church, school or government. This control is usually achieved in schools through a form of rules and regulations [Code of Discipline].

We believe that discipline is basic to democracy, and is certainly one of the building blocks for the foundation of all education.

We believe the vast majority of our students are self-directed, will follow reasonable rules and regulations and require minimum direction to exercise constraint in the educational setting.

We believe that grades earned should represent the student’s performance in a particular subject.

We believe that discipline is a process of directing or subordinating immediate conduct for the purpose of gaining more effective or dependable actions, which will protect and guarantee all students the right of an education.

We believe it is the responsibility of the parent - with cooperation from the school - to maintain and support discipline.

We believe the importance of discipline and good character will never diminish since its development is an intrinsic part of helping students to grow, learn and become productive members of our modern society.

We believe that the General Assembly and the courts have made it very clear that each student in the Ohio public school system has the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity, and that a student may forfeit his or her rights when his or her conduct is such that it substantially disrupts the educational process and deprivates others of their rights.

We believe that the policies and procedures adopted by the Lima City Board of Education are reasonable, just and necessary rules and regulations for maintaining order in our schools, the rights and commensurate responsibilities for our students and the processes of enforcement at the disposal of school administrators.
STUDENTS’ RIGHT TO AN EDUCATION

The right of every Ohio resident between the ages of six [6] and twenty-one [21] to a free public education has been clearly and undisputedly established by Ohio law, and reaffirmed time and time again by Ohio courts. Section 3313.48 of the Ohio Revised Code provides in part that “The board of education of each city, exempted village, local and joint vocational school district shall provide for the free education of the youth of school age within the district of its jurisdiction.”

Ohio courts have held that all students - irrespective of race, creed, color or sex - are entitled to the same courses of education and facilities in Ohio’s public schools. Finally, all students in Ohio’s public schools are equally entitled to the enjoyment of all educational opportunities provided by the Ohio public school system. It should be further noted that all students, including those over eighteen [18] years of age, must adhere to those rules and regulations as established by the Lima City Schools. The General Assembly and the Ohio Supreme Court have been very emphatic as to the responsibility of Ohio’s school systems to provide a free education conforming to minimum standards prescribed by the state board of education for all students including those married and/or pregnant. At the same time, however, the General Assembly and the courts have also made it very clear that each student in the Ohio public system has the responsibility to act in such a way as not to interfere with the right of others to the same educational opportunity, and that a student may forfeit his rights when his conduct is such that it substantially disrupts the educational process and deprives others of their rights.

The Lima City Schools, as one of Ohio’s 600 school systems, and the board of education entrusted with the responsibilities of running this school system in accordance with state statutes and court interpretation of those statutes, recognize their responsibility to the citizens of Lima. Section 3313.20 [A] of the Ohio Revised Code authorizes boards of education to make rules and regulations that are necessary for maintaining order in their schools. The courts have emphasized the point that these regulations be reasonable.

This policy describes what are thought to be reasonable, just and necessary regulations for maintaining order in our schools, the rights and commensurate responsibilities of our students and the processes of enforcement at the disposal of school administrators.

ZERO TOLERANCE POLICY ON STUDENT CONDUCT

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Lima City school district students must conform to school regulations and accept directions from authorized school personnel. The Lima Board of Education has zero tolerance for violent, disruptive or inappropriate behavior by its students. Any action that implies a threat to person or property is also considered a serious violation of the code of conduct, and may result in further action up to and including expulsion from school.

A student who fails to comply with established school rules or with any reasonable request made by school personnel in a school safety zone on school property while being transported and/or at school related events on or off school property, is subject to approved student discipline regulations. The superintendent or designee develops regulations, which establish strategies ranging from prevention to intervention to address student misbehavior.

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 or controlled by the district is subject to approved student discipline regulations. Misconduct by a student that - regardless of where it occurs - is directed at a district official or employee or the property of such official or employee is subject to approved student discipline regulations.

At the beginning of every school year or when entering during the school year, students receive a copy of the Student and Parent Rights and Responsibilities Handbook. The information in the handbook includes the types of conduct which are subject to suspension and/or expulsion from school or disciplinary action. The Lima Board of Education directs the administration to make all students aware of the student code, and the fact that any violations of the student conduct code are subject to consequences.
ZERO TOLERANCE POLICY ON STUDENT CONDUCT

If a student violates this policy or conduct code, school personnel, students or parents should report the student to the appropriate building principal. The administration cooperates in all prosecution pursuant to criminal laws of the State of Ohio and the City of Lima codified ordinances.

When criminal laws of the State of Ohio are violated, a student may be subject to both criminal charges, which may result in an arrest, along with disciplinary consequences from the Lima City Schools.

ZERO TOLERANCE POLICY ON GANG RELATED ACTIVITY

Because the presence of gangs and gang related activities can cause a substantial disruption of or material interference with the learning process and other school activities by arousing fear, alarm, resentment, anger, hostility or violence thereby, creating an intimidating, threatening or distracting school environment, and;

Because the presence of gangs and gang related activities in the schools and at school sponsored activities has a substantial impact on the Board’s ability to provide for the safety and welfare of students, staff and visitors, and;

Because existing policies prohibit students from engaging in conduct or speech, which is disruptive, intimidating or threatening, and;

Because the Lima Board of Education has determined that more detailed policies are necessary to clarify that disruptive activities on the part of any student, including gang members, will not be tolerated, the Board of Education, hereby, acts to prohibit disruptive, threatening and intimidating gang related conduct as follows:

Definitions

A “gang” is defined as a group of individuals who share a unique name and identifiable marks or symbols, claim a territory or turf, associate on a regular basis, violate school rules and engage in criminal or antisocial behavior.

A “school sponsored activity” includes any activity in which the Board may be legally liable for the safety and welfare of those participating or attending including, but not limited to, athletic events, school social events, theater productions, vocal and instrumental competitions and any other interscholastic competitions, club meetings, club activities, field trips and any other event sponsored, approved, organized or paid for, in whole or in part, by the Lima City Schools.

Prohibited Activity

1. No student on or about school property or at any school sponsored activity shall wear, possess, use, distribute, display or sell any clothing, medallions or other jewelry, emblem, badge, patch, symbol, insignia, sign, tattoo (whether permanent or temporary), scar or mark, haircut or other things which identify a gang or which are evidence of membership or affiliation in any gang or which otherwise disrupts the academic process.

2. No student on or about school property or at any school sponsored activity shall engage in conduct or use any speech, whether verbal or nonverbal [gestures, hand signals, handshakes, etc.], showing membership or affiliation in a gang when such conduct or speech is intended to cause disruption or when one knows or has reason to know that such conduct or speech arouses fear, alarm, resentment, anger, hostility or violence.

3. No student on or about school property or at any school sponsored activity shall use any speech or commit any act or omission which is disruptive, intimidating or threatening or which tends to arouse fear, alarm, resentment, anger, hostility or violence including, but not limited to, the following gang-related activity:
   a. soliciting or recruiting others for membership in any gang or soliciting others for participation in gang activities;
   b. requesting any person to pay for protection or intimidating or threatening any person;
ZERO TOLERANCE POLICY ON GANG RELATED ACTIVITY

Prohibited Activity

- assault any student or school employee or visitor [whether during school or school sponsored activity or on the way to or from school or school sponsored activity] or inciting others to act with physical violence;
- distributing or copying any gang related material on school property or at school sponsored activities;
- marching, congregating, massing together with the intent to disrupt or intimidate or when one has reason to believe that such conduct will arouse fear, alarm, resentment, anger, hostility or violence. Such meetings or congregations are contrary to the purposes of the educational institution and will be considered trespassing. Trespassers will be prosecuted;
- placing any gang related graffiti on the school or school property or on the property of others during school sponsored activities;
- committing any other illegal act or other violation of school district policies.

Students who violate any of the provisions of this section of the policy will be subject to the appropriate disciplinary action up to and including suspension and/or expulsion. Furthermore, students will be prosecuted to the fullest extent of the law for any criminal conduct including, but not limited to, any trespassing, vandalism or assault in violation of this section.

DANGEROUS WEAPONS IN THE SCHOOLS

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon [including a starter gun] which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device [as defined in 18 U.S.C.A. Sections 921-924], which includes, but is not limited to, any explosive, incendiary or poisonous gas, bomb, grenade or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school sponsored activity, the superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend as necessary into the school year following the school year in which the incident occurred. The superintendent may reduce this requirement on a case by case basis in accordance with state law.

Please be advised that HB 12 prohibits valid license permit holders from carrying concealed weapons in certain places, including “school safety zones, in violation of the prohibition against illegal conveyance or possession of a deadly weapon or dangerous ordnance in a school safety zone,” which is: 1. Schools; 2. School Premises; 3. School Building; 4. School Activity; 5. School Bus.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property in a school vehicle or to any school sponsored activity, the superintendent may, if authorized by the Board, expel the student from school with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined as, but not limited to, metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.
LIMA CITY SCHOOLS’ RULES OF CONDUCT

Scope of Jurisdiction
This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events or other school activities or programs.

In addition, this Code of Conduct includes:
1. Misconduct by a student that occurs off school district property, but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Rule 1: Disruption of School
A student shall not use violence, force, noise, threat, intimidation, fear or any conduct which would cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

Neither shall he/she engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if such a disruption is reasonably certain to result. Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

A student shall not cause or attempt to cause a situation before, during or after any school function, school event or official school business that could result in student or staff injuries. Any incident having a direct impact on the educational process being disrupted as a result of such behavior is considered inappropriate, and the school has the right to be involved in such case. School employees, while performing their duties to resolve the problem, will be covered by the provision dealing with the “Assault on a School Employee” rule in the Rights and Responsibilities Student Handbook.

While this list is not intended to be exclusive, the following acts — when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school — illustrate the kinds of offenses encompassed here: [1] occupying any school building, school grounds or part thereof with intent to deprive others of its use; [2] blocking the entrance or exit of any school building or corridor or room wherein with the intent to deprive others of lawful access to or from or use of the building or corridor or room; [3] setting fire to, attempting to set a fire or damaging any school building or property; [4] firing, displaying or threatening use of firearms, explosives, including fireworks or other weapons on the school premises for any unlawful or unauthorized purpose; [5] prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or any lawful meeting or assembly on the school campus; [6] preventing students from attending a class or activity; [7] planning, encouraging or engaging in any hazing activities; [8] except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus; [9] continuously making noise or acting in any manner so as to interfere seriously with the teacher’s ability to conduct his/her class; [10] gambling which is prohibited on school premises; and [11] electronic or digital devices and any other nuisance items that are of no educational value and which interfere with teaching and learning or which disrupt any facet of the school day or after school activities are not to be brought to school. Such items may be confiscated.

A student shall not enter any school building during school hours other than the one to which the student is presently assigned without proper authorization.
**LIMA CITY SCHOOLS’ RULES OF CONDUCT**

**Rule 2: Damage, Destruction, Stealing or Unauthorized Use of School and/or Private Property**
A student shall not cause or attempt to cause damage to property or steal or attempt to steal property either on the school grounds or during a school activity, function or event off school grounds. Damage, unauthorized use of or theft involving any property shall be a basis for a suspension up to ten [10] days or expulsion from school. Schools may not be held responsible legally for damaged, stolen or lost property of students. Schools, however, will make a reasonable effort to recover the property or determine the party or parties responsible for the damage done. Parents are liable, up to the amount provided by law, for the willful destruction of property by a minor in their custody or control.

**Rule 3: Assault on a School Employee**
A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee:
1. on the school grounds before, during and after school hours or
2. on the school grounds at any other time when the school is being used by a school group or
3. off the school grounds at any school activity, function or event or
4. as identified in Scope of Jurisdiction.

**Rule 4: Physical Abuse of a Student or Other Person Not Employed by the School**
A student shall not cause or attempt to cause bodily injury to any person:
1. on the school grounds before, during and after school hours or
2. on the school grounds at any other time when the school is being used by a school group or
3. off the school grounds at any school activity, function or event or
4. as identified in Scope of Jurisdiction.

**Rule 5: Weapons and Dangerous Instruments**
Section 2923.12 ORC — states that “No person shall knowingly carry or have concealed on his/her person or concealed ready at hand any deadly weapon or dangerous ordnance.”

A student shall not possess, handle or transmit any deadly weapon or dangerous ordnance as defined by the Ohio Revised Code or Lima City ordinances, nor shall a student possess, handle or transmit any instrument or object capable of inflicting bodily harm that can be considered a weapon or dangerous ordnance; nor shall a student possess, handle or transmit an object that is indistinguishable from a deadly weapon or dangerous ordnance:
1. on the school grounds before, during and after school hours or
2. on the school grounds at any other time when the school is being used by a school group or
3. off the school grounds at any school activity, function or event or
4. as identified in Scope of Jurisdiction.

This rule does not apply to normal school supplies and other commonplace items; however, under certain circumstances, these objects may be used with the intent to inflict bodily harm, and will be considered a dangerous instrument.

**In Accordance with 3313.751 [B] of the Ohio Revised Code:**

**Rule 6: Tobacco**
A student shall not smoke, use or possess tobacco or tobacco substitutes in any form within school buildings, on school grounds, school buses, field trips or at any extracurricular activity but not limited to sporting event, interscholastic activities or other school activities or programs.
LIMA CITY SCHOOLS’ RULES OF CONDUCT

Rule 7: Narcotics, Stimulant Drugs, Counterfeit Drugs and Alcoholic Beverages
In accordance with the applicable provisions in law, ORC 2925 drug offense, a student shall not possess, use, transport, purchase, offer for sale, give to another or be under the influence of narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, alcoholic beverages, anabolic steroids, intoxicants of any kind or possess, use, transport, purchase, offer for sale or give to another any known counterfeit controlled substances or substances which represent a controlled substance or which might be construed to be a controlled substance.

Rule 8: School Violations
A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, bus drivers, principals or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. **Students shall not act in a verbally abusive manner or in a disrespectful and demeaning fashion to either staff or fellow students.** Excessive class cutting and tardiness to school or class shall be considered school violations. [See unexcused absences.]

BOMB THREAT
The Superintendent or designee is authorized to expel a student from school for a period not to exceed one year for making a bomb threat [verbally or in writing] to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends as necessary into the school year following the school year in which the incident that gives rise to the expulsion takes place.

LEGAL REF.: ORC 3313.66 [B][5] and 3313.661

FALSE ALARMS
Students setting off or reporting false fire, tornado or disaster alarms, which are acts of “inducing panic,” are subject to the discipline options in the handbook, and may be subject to criminal action/monetary compensation being taken.

LEGAL REF.: ORC 2917.31

COMPUTER TECHNOLOGY & NETWORK CODE OF CONDUCT
The Board recognizes the value of technology in the learning environment, and strives to provide students and teachers with opportunities to gain knowledge and skills with this medium. Our goal in providing technology services to students and teachers is to promote educational excellence in schools by facilitating resource sharing, innovation and communication. Computer technology and network use require appropriate, responsible usage.

The Board recommends the implementation of the following guidelines:
1. Vandalism and harassment will not be tolerated. Vandalism is defined as any deliberate attempt to harm or destroy data of another user - the Lima City Schools, the Northwest Ohio Area Computer Service Cooperative, the Internet or network connected to the Lima City Schools. This includes but is not limited to the sending of unwanted mail.
2. Files stored on school computers and disks are restricted to school related assignments only. Personal files may not be stored on school computers and disks.
3. Students may not use another student’s or teacher’s ID code to log on any computer network.
4. Students shall not copy, damage or alter any hardware or software.
5. All non-school software and diskettes must be checked for viruses, and approved for use by a network administrator, teacher or principal before being used on any computer, and are subject to inspection and approval by school personnel at any time.
COMPUTER TECHNOLOGY & NETWORK CODE OF CONDUCT

6. Use of all telecommunications is restricted to school related projects, and must be supervised by the teacher or network administrator.
7. Students may only use and/or establish links to programs listed by their instructor. Students may not open or establish links to unauthorized programs.
8. Students who violate any of the provisions of this section of the policy will be subject to the appropriate disciplinary action — including suspension and/or expulsion.

ACADEMIC INTEGRITY

Students who present someone else’s work as their own in order to obtain a grade or credit are considered to be cheating. This includes, but is not limited to copying other’s assignments, quiz or test answers and plagiarism. Students who violate this policy will receive zero credit for assignments or work involved, and may be subject to the discipline options in the handbook.

PROHIBITION AGAINST SEXUAL HARASSMENT POLICY

Students who engage in sexual harassment on school premises, off school premises or at a school sponsored activity will be subject to appropriate disciplinary action including suspension and/or expulsion.

Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome — including, but not limited to — unwanted touching, patting, unwelcome sexual jokes, stories, drawings, pictures, gestures, verbal comments of a sexual nature, unwelcome spreading of sexual rumors, sexual name calling, pressure to engage in sexual activity, displaying sexually suggestive objects, repeated propositions and unwanted body contact.

The school’s normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension and/or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district’s suspension/expulsion procedures.

Students are encouraged to report any instances of sexual harassment, whether by another student or an adult, to their building principal, counselor, other staff member or the superintendent.

RIGHTS OF STUDENTS OFF SCHOOL GROUNDS
AND THE AUTHORITY OF THE SCHOOLS

Scope of Jurisdiction
The Ohio Attorney General has held that for the protection of student morals, boards may make rules and regulations governing extra-curricular activities of students such as athletic competition, musical productions and class and school trips. There is no question that when these activities take place off school grounds and as officially sanctioned school activities, the board of education may make reasonable rules and regulations for the control of conduct on the part of participating students.

Conduct Off School Property
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 or controlled by the district is subject to approved student discipline regulations. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of such official or employee is subject to student discipline regulations.
RIGHTS OF STUDENTS OFF SCHOOL GROUNDS
AND THE AUTHORITY OF THE SCHOOLS

School Related or School Sponsored Activities
These activities are considered an extension of the school day, and as such, all regular school rules shall be observed. It is the student’s right to participate or attend these activities; therefore, he or she must accept the responsibility of abiding by all school rules when he or she does participate or attend the activity.

The conduct of students in school and at school activities is a joint responsibility of student, parent and school. The school will make and enforce rules and regulations concerning the conduct of students at officially sanctioned school activities off school grounds. Parents must accept full responsibility for the conduct of their children once the children are outside the scope of authority of school officials.

Parents shall assume full responsibility and authority for the conduct of their children once the children are outside the scope of authority of school officials, whether it be before or after school hours or during lunch hour period. [Time and distance may be determining factors.]

School authorities shall cooperate to help identify students against whom complaints may be filed by people in the community and to help bring about equitable settlement of problems relating to such students.

School sponsored activities off the school grounds will be in the categories of athletics, music and field trips or any other school sponsored event.

1. The rules of conduct and appropriate dress for events sponsored by the athletic department, music department or any other school organization, including individual field trips, shall be set by the directors, coaches, sponsors or individual teachers involved. The rules of conduct and type of dress will be determined and announced ahead of time so that all students involved will know the requirements.

2. All students must abide by the announced rules of conduct and the appropriate dress requirements or relinquish his or her right to participate in that school event. If he or she feels the rules are too harsh or unreasonable, he or she may petition for change of rules of conduct or type of dress to the individual sponsor, coach or director.

Any incident having a direct impact on the educational process being disrupted as a result of such behavior is considered inappropriate, and the school has the right to be involved in such case.

DISCIPLINE OPTIONS

Proper discipline is necessary in schools in order to create and maintain an atmosphere conducive to learning. In many low-keyed disciplinary problems, conferences or referrals may be the logical method followed for establishing a strong foundation of communication and understanding between the school and the home. Disciplinary actions such as detention, intervention, suspension, or expulsion may be needed to reinforce and/or correct a violation of the code of conduct.

Teachers shall have the power to make and enforce with suitable consequences, subject to the approval of the principal, all rules necessary for the proper and positive management and guidance of their individual students and classes. Parental cooperation shall be sought in cases of disciplinary action.

Teachers are expected to maintain a classroom atmosphere conducive to learning by the application of reasonable methods of control. Major disciplinary problems may be reported to the superintendent’s office at the discretion of the principal.
DISCIPLINE OPTIONS

Students attending Lima City Schools are provided with qualified instructors and administrators, appropriate facilities and appropriate educational materials. They, too, have responsibility relating to the total instructional program afforded them and their peers. Each student is expected as a part of this responsibility:

a. to extend full cooperation to each staff member.
b. to cooperate in the care and protection of the building, its equipment, supplies and instructional materials issued.
c. to refrain from having in his/her possession or being under the influence of or trafficking in alcohol or illegal drugs while in school or on school property or in attendance at a school sponsored function - both at home and away.
d. to refrain from smoking in school or on school property or in attendance at a school sponsored function - both at home and away.
e. to abide by all regulations established by the school regarding students.
f. to never come on school property with a dangerous weapon in his/her possession.
g. to attend school only during those hours in which he/she participates in classes or supervised extra-curricular activities.
h. to understand that rules [a] through [g] above apply at all times – whether school is in session or not.

The building principal is charged with the proper enforcement of discipline in the total school setting. The principal has the discretionary authority to use, to recommend or to authorize other certificated personnel to use any or all of the following disciplinary measures to correct student behavior:

1. Conferences
   a. Student-teacher conference
   b. Student-teacher-administrator conference
   c. Student-administrator conference
   d. Parent-teacher conference
   e. Student-parent-teacher conference
   f. Parent-teacher-administrator conference
   g. Student-parent-teacher-administrator conference
   h. Parent-administrator conference
2. Referral to counselor
3. Referral to psychologists
4. Referral to professional assistance or to an alcoholic/drug program for out-patient treatment or in-patient treatment
5. Clinical conference [all staff members associated with student]
6. Clinical conference with parent
7. Removal from a specific class
8. Detention
9. Emergency removal
10. In school intervention
    a. In School Intervention/assistance for elementary grades
    b. In School Intervention/assistance Program [ISIP] for middle schools
    c. In School Intervention/assistance Program [ISIP] for high school
11. Community Service
12. Suspension
13. Out of School Intervention Program [OSIP] for middle and high schools
14. Juvenile Court Referral
15. Expulsion

The school employee, if acting within the guidelines of the stated policy, will have the unqualified support and ratification of the superintendent and the board of education.
EMERGENCY REMOVAL, SUSPENSION AND EXPULSION

Major disciplinary actions - such as emergency removal, suspensions and/or expulsions from school - are used in the most serious disciplinary cases in the Lima City Schools. While it is legally possible for the school principal and/or superintendent in Ohio to suspend a student up to a total of ten [10] school days, only the superintendent of schools has the authority to expel a student from school. The superintendent may expel a student from school for up to eighty [80] days and in some cases for an entire year for use or possession of weapons and/or inflicting serious physical harm to persons or property in the school safety zone. The Board may seek the permanent exclusion of a student sixteen [16] years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court in certain circumstances. The superintendent shall expel a student who has committed an act that warrants expulsion under the District’s Code of Conduct, even if that student has already withdrawn from school.

Students who are on emergency removal, suspended or expelled from school may not be present on school property, participate or attend any school activities or contests or be present at activities or on property controlled by the school.

The principal shall be responsible for the efficient management of the building, for the protection of school property and for the welfare of the students assigned to the building. In the execution of the principal’s duties and the maintenance of good order and discipline, the principal and the superintendent are authorized to suspend. The principal may recommend expulsion in accordance with law. Guidelines for the principal and school administrators as it affects emergency removal, suspension and/or expulsion should be as follows:

Emergency Removal
Teacher removes student from curricular/extra-curricular activity for violation of a rule[s] of the Code of Discipline:

- **Step 1** — Teacher removes student from curricular/extra-curricular activity and sends to principal. Form VI-A-1 is completed by teacher as soon as practicable. [Teacher may or may not request reinstatement reasons.]
  - Option 1 — Principal may reinstate a student prior to a hearing. Form VI-A-2 is to be completed if the referring teacher requests reinstatement reasons.
  - Option 2 — Principal may investigate suspension possibilities starting with Form VI-B-1.
  - Option 3 — Principal may investigate expulsion possibilities starting with Form VI-C-1.
  - Option 4 — Principal may remove student from school premises [completion of second part of Form VI-A-1]. Hearing to be within seventy-two [72] hours.

- **Step 2** — Assistant principal, principal, superintendent removes a student from curricular, extra-curricular activity or from school premises.
  - Options — same as above.

Suspension
Principal or superintendent receives a qualified referral for suspension [an apparent violation of the Code of Discipline].

- **Step 1** — Principal completes Form VI-B-1 [Notice of Intended Suspension to Student].
  - Option 1 — Student’s response is acceptable to principal, and the principal selects an alternate discipline option.
  - Option 2 — Student’s response is not acceptable to principal, and principal proceeds to Step 2.

- **Step 2** — Principal completes Form VI-B-2 [Notice of Suspension to Student and Parent-Guardian-Custodian].
  - Option 1 — Student-parent-guardian-custodian accepts suspension.
  - Option 2 — Student-parent-guardian-custodian appeals to school board or designee; proceed to Step 3.

- **Step 3** — Board or designee hears appeal and renders a decision. Complete Form VI-B-3.
  - Option 1 — Board or designee affirms, reverses, vacates or modifies suspension, and student and parent, guardian or custodian accept the decision.
  - Option 2 — Student and parent, guardian or custodian does not accept the Board’s or designee’s decision and appeals the decision to the courts.
EMERGENCY REMOVAL, SUSPENSION AND EXPULSION

Expulsion
Superintendent or designee receives a qualified referral for expulsion. Multiple violations of the Code of Discipline during one [1] school year, and that each violation was serious enough - in the absence of other violations - to warrant suspension or the student has violated a rule of the Code of Discipline or combination thereof, and such action or actions is/are so serious that the student’s presence poses a continuing danger to persons or an ongoing threat of disrupting the academic process taking place, either within a classroom or elsewhere on the school premises, resulting in an emergency removal from curricular or extra-curricular activities by a teacher and/or administrator.

❖ **Step 1** — Superintendent or designee completes Form VI-C-1 [Notice of Intended Expulsion to Student].
   - Option 1 — Student’s response is acceptable to the superintendent or designee, and student returns to school.
   - Option 2 — Student’s response is not acceptable to the superintendent or designee, and superintendent or designee proceeds to Step 2.

❖ **Step 2** — Superintendent or designee completes Form VI-C-2 [Notice of Intended Expulsion to Parent-Guardian-Custodian].
   - Option 1 — Parent-guardian-custodian waives a hearing and accepts expulsion. Superintendent or designee proceeds to Step 3.
   - Option 2 — Superintendent or designee conducts hearing and parent-guardian-custodian accepts expulsion. Superintendent or designee proceeds to Step 3.
   - Option 3 — Superintendent or designee conducts hearing and parent-guardian-custodian does not accept expulsion. Superintendent or designee proceeds to Step 3.
   - Option 4 — Superintendent or designee conducts hearing, and then, withdraws expulsion. Student remains or returns to school.

❖ **Step 3** — Superintendent or designee completes Form VI-C-3 [Notice of Expulsion to Parent-Guardian-Custodian].
   - Option 1 — Student-parent-guardian-custodian accepts expulsion.
   - Option 2 — Student-parent-guardian-custodian appeals to school board or designee; proceed to Step 4.

❖ **Step 4** — Board or designee hears appeal and renders a decision. Complete Form VI-C-4.
   - Option 1 — Board affirms, reverses, vacates or modifies expulsion, and student-parent-guardian-custodian accepts the decision.
   - Option 2 — Student-parent-guardian-custodian does not accept the Board’s decision, and appeals the decision to the courts.

COMPULSORY SCHOOL ATTENDANCE

Section 3321.01 of the Ohio Revised Code states that “A child between the age of six [6] and eighteen [18] years is of compulsory school age.” Section 3321.03 of the Ohio Revised Code provides in pertinent part that every child of compulsory school age shall attend a school which conforms to the minimum standards prescribed by the state board of education until one of the following occurs:

1. The student receives a diploma granted by the board of education indicating that he or she has completed the high school curriculum;
2. The student receives an age and schooling certificate as provided in Section 3331.01 of the Ohio Revised Code;
3. The student is excused from school under standards adopted by the state board of education pursuant to Section 3321.04 of the Ohio Revised Code.
COMPULSORY SCHOOL ATTENDANCE

State law provides very little if any flexibility for local school boards as far as compulsory school attendance is concerned. With very few exceptions, such as those listed above, all children between the ages of six [6] and eighteen [18] must attend school. The primary burden of responsibility, of course, rests with the parents. Section 3321.04 of the Ohio Revised Code provides in pertinent part that every parent, guardian or other person having charge of any child of compulsory school age, who is not employed under an age and schooling certificate, must send such child to school.

The primary responsibility for regular attendance of children under eighteen [18] rests with the parent[s]. The school will identify early potential attendance problems. They will bring the problems to the attention of the parents, and work with students, parents and the courts, if necessary, to remedy the same.

COMPULSORY SCHOOL ATTENDANCE
MANDATORY PARENT EDUCATION PROGRAM

Under Ohio Revised Code Section 3321.19, 3313.663 and 2919.222, boards of education are given the authority to require the custodial parent[s] or legal guardian of a truant or “habitually truant” student to attend an educational program designed to encourage parental involvement in compelling the student to attend school.

The Lima City Board of Education will require that any custodial parents or legal guardian of a student who is truant [absent from school without legitimate or legal excuse as defined in the Lima City Schools’ Student and Parent Rights and Responsibilities Handbook] attends a mandatory parent education and training program.

If the custodial parents or legal guardian fails to attend the mandatory parent education and training program, he or she may be charged with a misdemeanor of the fourth degree, punishable by a maximum fine of two hundred and fifty dollars [$250.00] and imprisonment of up to thirty [30] days.

The policy shall be posted in each Lima City School in a central location, and upon request, shall be made available to students and their parents.

GENERAL INFORMATION ABOUT COMPULSORY ATTENDANCE

Students under Eighteen [18] Subject to Compulsory Attendance Laws

Regular attendance of children under eighteen [18] years of age becomes the joint responsibility of the school and the parent. Early identification of an attendance problem is of immense importance. Chronic absence or truancy is difficult to cure. Simple devices that may be used are:

1. Telephone calls to the home.
2. Conferences with a brother or sister attending same school.
3. Counselor conferences with students about absences.
4. Utilization of the “discipline options” cited in the rules of conduct.

If attendance does not improve quickly, a conference with one or both parents seems advisable.

If parents ignore requests for a conference or refuse to attend, the district Administrative Office representative should be advised of this, and a legal notice will be sent to the parent requiring attendance at the conference.

Students Eighteen [18] And Over

Every effort should be made to prevent these students from dropping out of school. Conferences with parents seem to be a good starting point because at this stage parents must share responsibility with the school if they wish to keep their children in school. Referral to a counselor, adjustment of programs, change of teachers and offering work opportunities are examples of devices which should be tried before failure is admitted.
GENERAL INFORMATION ABOUT COMPULSORY ATTENDANCE

General Remarks
1. There never has been a rule that a student must be absent three [3] consecutive days before absence can be checked. Any irregular or excessive absence should be checked before it seriously affects the student’s scholarship.
2. Telephone calls or written excuses for absence do not have to be accepted as valid. Patterns of absence or any excessive absence should be checked. A parent may be “covering up” or a sick student may not be receiving proper medical attention. A student also may be kept home unjustifiably for the convenience of the parent.
3. If several contacts with one parent do not bring about a satisfactory improvement in attendance, the other parent should be contacted. One parent may be overprotective, and the other parent may be unaware of excessive absence and may prove much more helpful with the problem.
4. The district Administrative Office/designee is unable to investigate all absences; therefore, it will be necessary for schools to screen absences, and refer only those cases not responding to the school’s effort to secure adjustment or those where the school is unable to reach a parent.
5. Do not expect court action the first time a pupil is referred. Assistance must be sought before the case progresses so far that immediate court action must be taken. There must be evidence that the school has exhausted all means to ameliorate the problem.
6. Once a case has been referred to the district Administrative Office/designee, the schools have an obligation to inform the office of further absence if the work of the office is to be effective.

Court Cases
A case referred to Juvenile Court is one in which the district Administrative Office/designee and school have failed to bring about a satisfactory adjustment in attendance or behavior.

Several types of cases may be filed at the discretion of the district Administrative Office/designee:
1. Complaints of truancy and incorrigibility may be filed in the Juvenile Court in case of willful truancy or extreme disobedience on the part of the student.
2. Complaints of neglect may be filed in the Juvenile Court against the parents or guardian in cases where students do not have proper food, shelter, medical care, clothing or supervision.
3. A Juvenile Court case may be filed officially or unofficially. If it has not been assigned to a court worker for investigation, a court referee may warn the student, place him/her on probation or recommend official action. In an official case, the court may order that the student be removed from the home or be committed to an institution. The student also may be warned, placed on probation or given a fine or a suspended sentence.
4. In a case in which a parent willfully fails to send a student to school or to the school designated by the board of education, the parents may be cited for contributing to the delinquency or neglect of a minor. Usually, they are issued a warning and ordered to send the student or students to school regularly. If they fail to comply, they may be brought back to court for violation of a court order.

In each instance after a hearing, the result of the hearing is sent to the school. These reports should be forwarded to the counselor for his/her information. If so requested, a school representative will accompany the district Administrative Office representative to court so that the representative may be better able to counsel the student when returned to school.

The court representative of the school district is called upon to report on the school record of a student when a law enforcement official or some agency has filed the complaint. The full cooperation of the school is necessary if the student is to secure a full and accurate record of the testimony.
GENERAL INFORMATION ABOUT COMPULSORY ATTENDANCE

In all cases being considered for court action, the school will be asked to complete court school report forms. These facts are the basis for direct testimony in court. It is very important that all information be complete and accurate. Daily attendance for the current school year and the total days absent the previous year must be shown. Recent test data, teacher comments and other information requested is important to the court and to the district Administrative Office representative during a hearing.

Full-time Age and Schooling Certificates
No student under sixteen [16] years of age may secure a full-time age and schooling certificate unless he/she is a high school graduate or has satisfactorily completed a vocational education or special education program adequate to prepare him/her for an occupation* acceptable to the superintendent of schools.

*Section 3331.01 of the Ohio Revised Code.

No student shall be permitted to be withdrawn from school without written verification of the reason for release. If the school cannot secure satisfactory verification, the case should be reported to the district Administrative Office for investigation.

Part-time Age and Schooling Certificates
No part-time work certificates will be issued for work during the hours that school is in session without a written release from the principal of the school that the student attends.

1. The school does not have to release a student during school hours for the purpose of work. The “Pledge of Employer” card lists the time the employer will use the services of the student, if the student is free to work those hours.

2. After the student applies for a part-time work certificate — before the certificate is issued — the student will be required to produce a written release from his/her school principal, if any of the hours designated by the employer fall during the regular time that school is in session.

3. If the school refuses to release the student, the certificate will be issued to cover only the hours when school is not in session.

REGULATIONS GOVERNING ABSENCE FROM SCHOOL

Compulsory education in Ohio has been established by law for many years. Every child of compulsory school age shall attend a school which conforms to the minimum standards prescribed by the State Board of Education [Section 3321.03 Ohio Revised Code].

Compulsory school age in Ohio is between six [6] and eighteen [18] for the purpose of compulsory school attendance [Section 3321.01 Ohio Revised Code].

Each parent, legal guardian or other person having charge of any child of compulsory school age must send such child to school for the full-time the school attended is in session [Section 3321.04 Ohio Revised Code].

The State Board of Education has adopted regulations governing absence from school within the framework of Section 3321.04 Ohio Revised Code.

According to these regulations a student may be given an excused absence from school for the following reasons only:

1. Personal illness
2. Illness in the family - applies to children over fourteen [14].
3. Death of a relative
4. Quarantine
5. Work at home due to absence of parents or guardians
6. Observance of religious holidays
7. Emergency or set of circumstances judged as sufficient cause by school authorities
REGULATIONS GOVERNING ABSENCE FROM SCHOOL

The Lima City Schools’ policy and procedures in accordance with State Attendance Law provides attendance guidelines for parent[s]/guardian[s] and school officials as follow:

1. The primary responsibility for a student’s attendance rests with his/her parent[s] or guardian[s]. Parent[s]/guardian[s] must notify school personnel when their child is absent by phone, written note or by requesting the sibling or another dependable adult so designated by the parent[s]/guardian[s] to inform school authorities.

2. If the parent[s]/guardian[s] fail in their responsibility to notify school authorities on any day the schools are in session that their child is absent, the principal or the principal’s designee is required to make a reasonable attempt to notify by phone the student’s parent[s], custodial parent, guardian, legal custodian or other dependable adult so designated by the parent[s] that the child is absent. A written notice shall be mailed that the student was absent when the principal or the principal’s designee was unable to make notification. Parent[s]/guardian[s] shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

Excused Absences

1. Personal illness — The principal of the school may require the certificate of a physician if he/she deems it advisable. If a student is really ill, he/she should stay out of school for his/her own welfare as well as for that of other students. However, parents should make sure students are really ill and not just indisposed — towards school.

2. Illness in the family — The absence under this condition shall not apply to children under fourteen [14] years of age. The student should not be kept out of school for this reason unless there is an absolute need for his/her services. Proof may be required.

3. Funerals — A reasonable amount of time will be allowed without penalty to attend funerals of relatives or close friends.

4. Quarantine — The absence of a child under this condition is limited to the time of the quarantine as fixed by the proper health officials.

5. Work at home — The absence of the student for this reason can only be excused in case of extreme emergency. If the student is kept home for this reason, permission must be granted by the principal prior to the absence.

6. Religious holidays — Recognized religious holidays are considered a valid reason for absence, but must be counted as a day of absence for attendance purposes. On special days [not recognized religious holidays] where special services are held outside of school hours, students are expected to attend such services before or after school.

7. Medical and Dental Appointments — These appointments should be arranged outside of school hours if at all possible. However, they are for the purpose of maintaining good health, and will be considered necessary if they cannot be arranged outside of school hours provided the school is advised of the appointment preceding the anticipated absence.

8. Weather — If parents feel it unwise to send their children to school during conditions of severe weather, such absences will be considered excused.

Unexcused Absences

1. Oversleeping — While sometimes unavoidable, oversleeping is not considered a legitimate reason for missing school. When it does occur, the student should come to school, even though late, as the student will be required to make up only the actual class periods missed.

2. Shopping Trips — Shopping trips for clothes, shoes, etc. will be considered unnecessary, and the student will be required to make up all the time missed. We believe time outside of school hours should be arranged for this purpose. Keeping older children home to care for younger children while the parent goes shopping or to carry out some errand will be regarded as an unexcused absence.
REGULATIONS GOVERNING ABSENCE FROM SCHOOL

Unexcused Absences
3. **Hunting, Fishing or Similar Reasons** — These will be considered unnecessary, and will be classified as an unexcused absence.

4. **Vacations** — Often parents wish to take students out of school before the start of school vacation and keep them out after school has resumed in order to have more time for out of town trips and visits. Such absence will be considered unnecessary unless the parents have consulted with the principal, and the principal has approved the absence.

5. **Weather** — The state requires that each child be provided with the necessary clothing so that the student may attend school in any kind of weather. Therefore, the conditions of the weather cannot be used as an excuse. If parents feel it unwise to send their children to school during conditions of severe weather, such absences will be considered excused.

6. **Class Cutting** — Class cutting is a serious problem and must be kept to a minimum if the school is to maintain an atmosphere conducive to learning and teaching. Class cutting is a form of truancy where a student is absent from homeroom, class, study hall or lunchroom without the consent of the student’s teacher[s], counselor or administrator or the student’s parent[s]. The building principal has the discretionary authority to use or to authorize other certificated personnel to use any or all of the following procedures and disciplinary measures to eliminate or reduce class cutting:
   a. Conferences
      1. Student-teacher conference
      2. Student-teacher[s]-administrator conference
      3. Student-administrator conference
   b. Referral to counselor and telephone call or written notice to parent[s]
   c. Clinical conference [all staff members affected by class cutting] and written notice to parent[s]
   d. Clinical conference with parent[s]
      1. Student-parent[s]-teacher-administrator conference
      2. Parent[s]-administrator conference
   e. Administrative detention before and/or after regular school hours
   f. Community Service
   g. Notice of intended suspension [following a, b, c, d, e]
   h. Notice of suspension [following a, b, c, d, e, f]

All school personnel involved in cases involving class cutting are expected to keep an adequate journal of events, being careful to include specific times and dates of offenses.

7. **Tardiness to School or Class** — Tardiness to school or class - like class cutting - is a serious problem and must be kept to a minimum if the school is to maintain an atmosphere conducive to learning and teaching. Tardiness is a form of truancy where a student is late for homeroom, class, study hall or lunchroom without the consent of the student’s teacher[s], counselor or administrator or the student’s parent[s]. The building principal has the discretionary authority to use or to authorize other certificated personnel to use any or all of the following procedures and disciplinary measures to eliminate or reduce tardiness:
   a. Conference
      1. Student-teacher conference
      2. Student-teacher[s]-administrator conference
      3. Student-administrator conference
   b. Referral to counselor and telephone call or written notice to parent[s]
   c. Clinical conference [all staff members affected by tardiness] and written notice to parent[s]
   d. Clinical conference with parent[s]
   e. Student-parent[s]-teacher-administrator conference.
   f. Parent[s]-administrator conference
REGULATIONS GOVERNING ABSENCE FROM SCHOOL

Unexcused Absences

7. Tardiness to School or Class
   g. Community Service
   h. Notice of Intent to Suspend [following a, b, c, d]
   i. Notice of Suspension [following a, b, c, d, e]

All school personnel involved in cases involving tardiness are expected to keep an adequate journal of events, being careful to include specific times and dates of offenses.

8. Make-up Work — A student will be held responsible for school work missed during all unexcused absences. The teacher, however, will not be responsible for providing the student with missed assignments or other written requirements other than major tests. If deemed advisable as a disciplinary measure, the school may require that time missed because of unexcused absence be made up by administrative detention before or after school. It would be appreciated if the school is notified by telephone or note as soon as possible after it is evident that a student will not be in school.

SCHOOL PUBLICATIONS/PRODUCTIONS

The objectives of school publications/productions in general are to:

1. communicate to those who are actively interested in the school, the students, the teachers, the parents, the administration, the alumni and other members of the school community;
2. provide vehicles for the expression of student thought and action and to act as catalysts for helping students realize goals and objectives;
3. create a wholesome school spirit and to support the best traditions of the school;
4. promote and encourage school-sponsored activities;
5. provide training in useful and purposeful writing, speaking, artwork, photography and layout;
6. create a desire for the best forms of journalism or theatrical production, both in and out of school;
7. record in permanent form the history of the school and
8. promote cooperation among taxpayers, parents, the school and its students.

In implementing Board Policy 5722, the following guidelines will be applicable:

1. Excellence in writing and/or speaking will be sought and the ethics of responsible journalism and/or literary merit will determine what will be produced. Presentations of facts or ideas are to be based on careful research.
2. Students shall have the right to express their views and attitudes on all issues with the proviso that the tenor of the statements shall not encourage disruption of normal educational processes.
3. Language, pictures, music or symbols that are obscene, libelous or offensive to good taste are prohibited.
4. Constructive criticism of the school, the district, other institutions, and/or social groups or practices is encouraged.
5. A by-line shall accompany every printed article, story or presentation.
6. School publications/productions shall not endorse any candidate for public office or take a political stand on any issue.
7. Advertisements shall reflect the spirit of these guidelines:
   Advertisements shall not be accepted that encourage or advocate violence or disregard of the law; promote the sale of any substance use of which is prohibited by the law, such as drugs and alcohol or of any paraphernalia associated with sex or drugs or any item that would be offensive to a significant minority or the majority of the community, or items not in keeping with school purposes.
8. All material to be printed or produced is subject to review by the advisors and/or principal. Those who are denied approval for inclusion of materials in school publications/productions may appeal to the principal whose decision will be final.
SCHOOL PUBLICATIONS/PRODUCTIONS

The duties of the faculty advisor and assistant advisors shall be to:
1. serve in a liaison capacity between the staffs of the publications and the faculty and administration;
2. establish criteria and standards by which students can assess the quality of their production and their techniques;
3. instruct members of the publication or production staffs in proper journalistic, literary and theatrical techniques;
4. advise, suggest and edit when necessary and
5. interpret the foregoing guidelines.

STUDENTS’ RIGHTS OF EXPRESSION

In accordance with Board of Education Policy 5722 and Policy 9700, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, written material, petitions, buttons, badges or other insignia, except expression, which:
1. is obscene to minors;
2. is libelous;
3. is pervasively indecent or vulgar;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression which injures or harasses other people [e.g., threats of violence, defamation of character or of a person’s race, religion or ethnic origin] or
6. presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

Procedures:
Any student wishing to distribute or display non-school material must first submit for approval a copy of the material to the principal twenty-four [24] hours in advance of desired distribution/display time, together with the following information:
1. name of the student or organization;
2. date[s] and time[s] of day of intended display or distribution;
3. location where material will be displayed or distributed and
4. the grade[s] of students to whom the display or distribution is intended

The principal should either approve the material or indicate how it violates the guidelines listed above or the time, place and manner restrictions listed below. If permission to distribute or display the material is denied, the student shall have the opportunity to make necessary revisions and/or deletions.

Time, Place and Manner of Distribution or Display
The distribution or display of written material shall be limited to a reasonable time, place and manner as follows:
1. No material may be distributed or displayed during the time or at the place of a school activity if it is likely to cause a substantial disruption of that activity.
2. No material may be distributed or displayed if it blocks the safe flow of traffic within corridors and entrance ways of the school.
STUDENTS RIGHTS OF EXPRESSION

Definitions
The following definitions shall apply:
1. “Obscene to minors” is defined as:
   a. the average person, applying contemporary community standards, would find that the written material taken as a whole appeals to the prurient interest of minors;
   b. the material depicts or describes conduct that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors and
   c. the material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

Disciplinary Action
Distribution or display by any student of non-school sponsored material prohibited by these guidelines will be halted and disciplinary action will be taken in accordance with the procedures contained in AG5600 and/or AG 5610.

Any other party violating this guideline will be requested to leave the school property immediately and, if necessary, the police will be called.

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DRESS CODE

Lima City School District Campus Wear Policy
Kindergarten through Grade 12

Goal:
The goal of the Campus Wear Policy is to provide a professional dress environment aligning to the district’s mission to provide a climate in which every student learns.

<table>
<thead>
<tr>
<th>TOPS</th>
<th>FEMALES</th>
<th>MALES</th>
<th>COLORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO logos</td>
<td>Short or long sleeve polos</td>
<td>Short or long sleeve polos</td>
<td>Any solid color</td>
</tr>
<tr>
<td>NO hoods</td>
<td>Short or long sleeve oxfords</td>
<td>Short or long sleeve</td>
<td></td>
</tr>
<tr>
<td>NO denim</td>
<td></td>
<td>Oxfords</td>
<td></td>
</tr>
<tr>
<td>No more than two [2] top buttons undone.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ALL SHIRTS MUST BE TUCKED IN.  ALL SHIRTS MUST HAVE A COLLAR.  LAYERING LONG SLEEVES UNDER SHORT SLEEVES IS ACCEPTABLE.

<table>
<thead>
<tr>
<th>BOTTOMS</th>
<th>FEMALES</th>
<th>MALES</th>
<th>COLORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO jeans</td>
<td>Pants/Capris - cotton/twill only</td>
<td>Pants - cotton or twill</td>
<td>Khaki</td>
</tr>
<tr>
<td>NO yoga/stretch pants</td>
<td>Shorts/Shorts Length – NO shorter than 4 inches above the knee.</td>
<td>Shorts Length – NO shorter than 4 inches above the knee.</td>
<td>Black</td>
</tr>
<tr>
<td>NO corduroy</td>
<td>Skirts/Jumpers Length – top of the knee or longer</td>
<td></td>
<td>Navy</td>
</tr>
<tr>
<td>NO sweats/wind pants</td>
<td></td>
<td></td>
<td>Gray</td>
</tr>
<tr>
<td>NO side zippers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO cargo pants</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ALL BOTTOMS WILL BE FITTED AND HEMMED.  ALL BOTTOMS MUST BE WORN AT THE WAIST.
DRESS CODE
Lima City School District Campus Wear Policy
Kindergarten through Grade 12

<table>
<thead>
<tr>
<th>SWEATERS/SWEATSHIRTS</th>
<th>FEMALES</th>
<th>MALES</th>
<th>COLORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO hoods</td>
<td>V-neck</td>
<td>V-neck</td>
<td>Any solid color</td>
</tr>
<tr>
<td>NO denim</td>
<td>Crew neck</td>
<td>Crew neck</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cardigan</td>
<td>Cardigan</td>
<td></td>
</tr>
</tbody>
</table>

CAMPUS WEAR SHIRTS MUST BE WORN AND TUCKED IN UNDER ALL SWEATERS/SWEATSHIRTS.

<table>
<thead>
<tr>
<th>SHOES</th>
<th>NO open toe shoes, NO flip-flops, NO slippers</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCKS</td>
<td>NO leggings. Any color or pattern socks, tights or hose are permitted, but not required.</td>
</tr>
<tr>
<td>BELTS</td>
<td>Any solid color belt must be worn with clothing that has belt loops.</td>
</tr>
<tr>
<td>TIES</td>
<td>Neck ties/bow ties are optional.</td>
</tr>
<tr>
<td>HEAD GEAR</td>
<td>NO head gear - caps, hats, sweatbands, bandanas, curlers, etc. – to be worn inside.</td>
</tr>
<tr>
<td>JEWELRY</td>
<td>NO heavy metal chains allowed.</td>
</tr>
<tr>
<td>SPARTAN WEAR</td>
<td>Any campus wear approved top that includes a small size district, school or school activity logo on upper right or left. Spartan Wear is allowed at all times.</td>
</tr>
<tr>
<td>SPIRIT DAYS</td>
<td>Spirit days may be designated by a school or the district.</td>
</tr>
</tbody>
</table>

NO OVERSIZED, TATTERED, DIRTY, TORN CLOTHING PERMITTED. NO PROFANITY, OFFENSIVE LANGUAGE, ILLUSTRATIONS, SEXUAL INUENDOES OR REFERENCES TO ALCOHOL, DRUGS OR TOBACCO ARE PERMITTED. UNDERGARMENTS SHALL NOT BE EXPOSED. NO SEE-THROUGH CLOTHING PERMITTED. NO OUTERWEAR SHALL BE WORN INSIDE. ANY SPECIAL NEEDS VARIATIONS TO THE CAMPUS WEAR POLICY MUST BE APPROVED BY MEDICAL OR IEP AUTHORIZATION.

DRESS CODE/CAMPUS WEAR ENFORCEMENT PROCEDURES

Elementary – Kindergarten – 4th Grade
- Warning letter to parent/guardian
- Referral to social worker
- Team meeting

Secondary – 5th – 12th Grade
- Verbal warning
- Principal/parent/guardian conference
- Detention
- In school intervention program
- One day out of school suspension
- Additional suspension as determined by administration. This may include a referral to Juvenile Court.
DRESS CODE FOR SCHOOL/DISTRICT DESIGNATED SPIRIT DAYS
KINDERGARTEN THROUGH GRADE 12

The dress code requirements cited below are intended to establish what type of student dress will be acceptable in our schools.

Any type of dress or grooming that detracts from the educational process or causes concern for the health, safety and general well-being of the students will be considered improper and unacceptable.

Any items not specifically cited will be determined appropriate/inappropriate by the school administration.

General Clothing Requirements:
- Clothing shall not be excessively tight or loose.
- Undergarments shall not be exposed.
- No see-through clothing will be permitted.
- Clothing shall be clean and not torn or frayed.
- Profanity, offensive language, illustrations, sexual innuendoes or references to alcohol, drugs or tobacco shall not appear on any clothing.
- Outerwear shall not be worn in the buildings.
- No headgear [caps, hats, sweatbands, bandanas, curlers, etc.] shall be worn in the buildings.
- Shoes that are safe and appropriate must be worn at all times.
- Clothing accessories must not present possible safety concerns or be distractive.

Upper Body Clothing Requirements:
- Clothing shall touch the lower body clothing when a student’s arms are raised.
- No portion of the midriff shall be exposed.
- Necklines shall be modest.
- Clothing shall have sleeves.

Lower Body Clothing Requirements:
- Clothing shall be worn at the waist
- Clothing shall extend past fingertip length with arms in a natural position.
- Clothing with splits, open seams, etc. shall not have openings higher than fingertip length with arms in a natural position.
- Clothing shall be hemmed.

Consequences: In the event inappropriate clothing is worn or displayed, it is the responsibility of the student to make arrangements to immediately correct the situation. Students will be retained in the office until appropriate clothing is obtained. Any class time missed shall be made up in and after school or Saturday School assignments.
SEARCH AND SEIZURE

The Fourth Amendment to the U.S. Constitution together with the statutes of the State of Ohio set forth procedures which must be followed in the search and seizure of individuals and property. Schools are required to follow these procedures. They must at all times exercise great care in searching the persons and effects of students.

An individual who is unreasonably searched by a private citizen, who is not working in connection with the federal, state or local government, has no right to have the product of that search suppressed in a criminal case against the citizen. It should be noted, however, that the general rule is that the product of an otherwise illegal search by a private citizen will not be excluded from consideration as evidence in a civil action. Whether evidence will be excluded at a court proceeding shall be left for others to determine.

In instances where a search or seizure situation arises, all certificated personnel shall first contact the designated personnel* to either conduct the search or seizure or to advise as to the procedures to be followed. Certificated personnel may immediately conduct a search or seizure in an emergency situation.

When and When Not to Search

1. Certificated personnel shall not search the person or effects of a student at the request or suggestion of a law enforcement officer or agency. If the law enforcement officer or agency believes that they have probable cause to obtain a warrant or justification for a reasonable, warrant-less search, they - not the certificated personnel - should conduct such a search.

2. If a law enforcement officer requests the consent of certificated personnel to search, school personnel should remember that they have no authority to consent to the search of the person of a student, and limited, if any, consent to allow law enforcement officers to search such areas as lockers, desks, etc. If it is determined that it is in the best interest of the school and the students to give limited consent to search a locker, desk, etc., the police should be informed that the certificated personnel grant whatever limited consent that they may have, but that the decision to search rests solely in the hands of the police and their legal advisors, not the certificated personnel.

3. Certificated personnel should not assume the role of law enforcement investigators in an attempt to "dig-out" evidence of what they may believe to be a crime.

4. The building administrator may search lockers, desks, etc. which generally are deemed school property to which the student is allowed a limited possession, but not total control.
   a. Students’ lockers are subject to periodic inspection, and any illegal and/or harmful material within the lockers will be seized.
   b. If a specific locker and/or desk are to be searched, there shall be reasonable grounds for that search.
   c. Articles on school property that are a disturbance to the educational process may be confiscated. Parents may retrieve such articles from the building administrator.

5. Actual searches of the person of students shall not be conducted by certificated personnel, unless they have reasonable grounds to believe that such a search is necessary to prevent imminent danger to the health and/or safety of other students or staff members. It shall always be remembered by certificated personnel that when searching a person there is a necessary and attendant restraint placed on the individual, which by definition is a more serious intrusion of that person’s civil rights than would be in the search of a locker.
   a. A search for dangerous weapons would be an example of a situation where search would be reasonable.
   b. No search of a student’s physical person should be made without notifying parents and receiving their approval, unless the certificated personnel deem it necessary to prevent injury to the student or others.

6. Search of cars — If there is a clear reason to believe that an automobile used by a student or person as transportation to and from school contains stolen, illegal or dangerous items, proper authorities must be contacted. In this situation, it is advisable that the search be handled only by designated certificated personnel.
SEARCH AND SEIZURE

How to Search

1. If it is determined that a search of a student or article occupied by a student such as a locker, desk, etc. is called for under the circumstances, such a search should be accomplished by a few select school staff* with an absolute minimum of intrusion of the rights of the individual. Where possible, the certificated staff, who conduct the search, shall have a witness present in addition to the student whose property is being searched. Again, where practical and particularly where the search involves personal possessions of the student, it is best to have at least one member of the same sex as the student involved. For example, if the personal belongings of a female student were to be searched in her locker, it would probably be less of an “intrusion” if the search was conducted by a female certificated staff person in addition to a female attending witness.

2. An attempt to gain the consent and cooperation of the individual before a search is performed is always advisable. As already noted, the actual search should be accomplished in a courteous manner with a minimum of intrusion and embarrassment to the individual who is the object of the search. Depending upon the circumstances, this may necessitate clearing an area of other students and school staff not involved or possibly moving the individual from the setting. Remember that while the results of such search have no real bearing on whether the search constitutes a breach of civil or criminal law, the manner in which the search is conducted has a direct bearing on the court’s view of the nature of intrusion, and probably influences their opinion of the search.

“Strip or body cavity” search or other major intrusions such as blood samples, etc. should never even be considered by school staff. Certificated personnel who have information which constitutes probable cause to require such a search should transmit it to a law enforcement official or the prosecutor, and the decision to make or not to make such a search should be left entirely to their discretion.

*Staff designated by the principal of the building who have had training in search and seizure procedures.

FREEDOM OF ASSEMBLY

Students shall be permitted to form and participate in extra-class organizations, clubs, groups or other meetings. Extra-class organizations, clubs or other meetings can be curriculum related or non-curriculum related. Student organizations, clubs, groups or other meetings may be sponsored by the school or be student initiated and voluntary.

The activities of students in non-school functions outside of formal school hours and off school grounds shall not be the responsibility of the school, and no student shall be penalized because of his/her activities in such outside organizations.

Students shall have the right to meet in groups and use school facilities for meetings, programs or other lawful activities, subject to the following regulations:

1. Students shall have the right to assemble for the purpose of discussing any topic or for any lawful purpose provided that:
   a. all provisions of this policy are adhered to;
   b. all school regulations or policies are met;
   c. student conduct at the activity is orderly and peaceful;
   d. there is no violation of ordinances or laws;
   e. students will assume full responsibility as a group and as individuals for their actions.
FREEDOM OF ASSEMBLY

2. All student organizations, clubs or group meetings of any kind, including student initiated voluntary meetings, must be approved by the principal and scheduled with the school office.
   a. All meetings to be held on a regular basis should be scheduled at the start of the school year.
   b. All meetings not otherwise scheduled on a regular basis must be scheduled at least TWO [2] days in advance. For school-sponsored meetings, proper notice must be given to all students.
   c. Student organizations, clubs or other group meetings, which are sponsored by the school, must have an adult sponsor, preferably, a school staff member or an adult approved by the administrator of the school.
   d. Student initiated voluntary meetings will not be sponsored by the school, the government or its agencies or employees.
   e. All meetings of any kind are subject to the assignment of a teacher, administrator or other school employee for custodial purposes.
   f. Employees or agents of the school or government are to be present at student initiated voluntary meetings of a religious nature only in a non-participatory capacity.
   g. Non-school persons may not direct, conduct, control or regularly attend student initiated voluntary meetings.
   h. All meetings of an urgent or emergency nature will be held only with the principal’s written permission and the availability of proper facilities and supervision at the time requested.
   i. All meetings and activities shall be non-discriminatory, and shall abide by all aspects of the Civil Rights Law.
   j. All regular school assembly programs will be scheduled during the school day, and will be planned and directed by the student council and/or faculty.
   k. The right to assemble on board of education controlled facilities is subject to careful restriction where the exercise of this right will substantially interfere with rights and freedoms of other citizens. When in the judgment of the responsible officials concerned there will be infringements on the rights of other citizens, requests for permission to assemble in board of education facilities may be adjusted to meet mutual demands or the request may be denied in its entirety.

3. Impromptu or spontaneous assemblies of students called for the specific purpose of disrupting the educational process during the regular school hours are prohibited.

Section 3313.20 ORC [Trespassing or Loitering] states that “The board of education of a school district shall make any rules that are necessary for its government and the government of its employees, pupils of its schools and all other persons entering upon its school grounds or premises.”

Section 3313.20 ORC is supported by Section 2911.12 ORC, which states that “No person, without privilege to do so, shall knowingly enter or remain on the land or the premises of another, the use of which is lawfully restricted to certain persons, purposes, modes or hours, when the offender knows he/she is in violation of any such restrictions or is reckless in that regard.”

A. If such an assembly should occur and is peaceful, it should be dispersed firmly but reasonably, and disciplinary action taken later. If the assembly is riotous, proper authorities should be notified, and the riot quelled.

B. Both the principal and the entire school staff shall have available and be familiar with the board approved plan for dealing with both peaceful and non-peaceful unauthorized assemblies of students.

C. The school shall allow adequate time and facilities within and without regular school hours for orderly and peaceful student assemblies dealing with relevant ideas and topics.
STUDENT DRIVERS

The following regulations must be complied with for those students who drive automobiles to and from school. It is considered a privilege to park on school grounds, and therefore, parking regulations are strictly enforced. Suspension of driving privileges, towing of vehicles and/or disciplinary action may occur when violations occur. Students applying for and receiving decals must fully understand their responsibility in following these rules:

1. All motorized vehicles parked on the school grounds must be registered with the school’s main office, and must display the decal on the left front bumper.
2. Parking is strictly limited to the student parking areas.
3. To facilitate identification, motorized vehicles are to be parked front end in first.
4. All students must be licensed and covered by insurance.
5. There is to be no loitering in the parking lot or visitation of same without permission. This includes sitting in parked vehicles.
6. There will be no speeding over five [5] miles per hour or any form of reckless driving on the school grounds.
7. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.

PROMOTION AND RETENTION POLICIES

Promotion and retention procedures will always involve periodic evaluation, intervention and a study of the student’s cumulative case history so that promotion or retention decisions may be as objective as possible, yet individualized.

Realizing that education is also the parents’ responsibility, grade level teams and individual teachers will communicate with parents on a regular basis throughout the school year. Parents may be involved in the decision of appropriate class placement. Parents will be informed at regular intervals as to the quality and progress of the student’s work.

ELEMENTARY

For decisions concerning promotion or retention of students, the following criteria will be considered:

1. Completion of the academic requirements at the present grade level as documented by report cards.
2. Reading level
3. Age of the student
4. Attendance

Ohio law states that a student, who has been truant for more than ten percent [10%] of the required attendance days of the current school year, and who has failed two or more of the required curriculum subject areas in the current grade, may be retained unless the building administrator and teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

MIDDLE SCHOOL

In the best interest of each student, grade level teams will identify students of academic concern and develop strategies that will attempt to meet the educational needs of the identified students. Decisions regarding the promotion or retention of students will be made by the grade level teams and the building administrator.

Ohio law states that students in the sixth [6th] grade, who fail to pass three [3] or more of the five [5] proficiency test requirements may be retained in their current grade level unless the student is a handicapped student whose individualized educational program excuses the student from the test.

Additional compelling factors in determining promotion or retention will include the student’s academic performance; mental ability; chronological age; physical, emotional and social maturity and attendance patterns.
PROMOTION AND RETENTION POLICIES

MIDDLE SCHOOL
Ohio law states that a student who has been truant more than ten percent [10%] of the required attendance days for the current school year, and who has failed two [2] or more of the required curriculum subject areas, may be retained unless the building administrator and teachers of any failed subject agree that the student is academically prepared to be promoted to the next grade level.

The final promotion or retention rests with the building administrator after appropriate consultation with teachers.

SENIOR HIGH SCHOOL
High school students are assigned to the 9th, 10th, 11th and 12th grade levels. High schools students are required to pass certain grade level courses and meet other standards set by the State of Ohio as well as graduation requirements set by the Lima City Board of Education.

Ohio law states that a student, who has been truant for more than ten percent [10%] of the required attendance days of the current school year, and who has failed two [2] or more of the required curriculum subject areas in the current grade, may be retained unless the building administrator/principal and teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

Students are not retained by grade level, but are retained in the core and elective courses not passed that are required for graduation by Ohio law and the Lima City Board of Education.

Any student, who does not meet the graduation requirements set forth by the State of Ohio and the Lima City Board of Education, will not be granted a diploma.

Handicapped students' graduation requirements may be based on their individualized educational program.

TESTING SECURITY PROCEDURES & PROVISIONS

1. All test questions and other materials will be secured and subject to the provisions of both Ohio Revised Code and Administrative Code.
2. Each school district shall have at least one [1] certificated employee who is responsible for ensuring that all test security provisions are met while the test materials are in the building/district.
3. No person shall:
   a. Teach students the answers to specific questions.
   b. Copy or reproduce test materials for use by students.
   c. Change student responses on the answer sheet.
   d. In any way cheat or assist a student in cheating.
4. No person shall have access to any secured test materials at any time that the test materials are in the school district or building. No unauthorized person shall be permitted in the testing room during a testing session.
5. Persons authorized to have access to the test materials in each building during test administration and test make-up days will be:
   a. Building Administrators.
   b. Guidance counselors.
   c. Test examiners.
   d. Proficiency test coordinators.
   e. Appointed secretarial staff members.
6. Test materials will be secured in a room, office or storage area with no person having access unless specified in No. 5 above. Prior to testing, the school testing coordinator, building administrator or his/her designee will account for all test booklets and answer sheets.
TESTING SECURITY PROCEDURES & PROVISIONS

7. Before scheduled test administration, the school testing coordinator, building principal or his/her designee will determine the test schedule and deliver the materials to the appropriate test examiners.
   ♦ During test administration, classroom teachers, guidance counselors, building administrators and proctors will provide test materials, and follow the school procedure for delivering them to the appropriate office.

8. In all school buildings, the designated test coordinator will store the test materials in the predetermined location until needed for the next testing session. In all elementary and secondary schools, the authorized person will deliver the answer sheets to the district-wide testing coordinator who will package the materials for shipment to the scoring center.

9. All test materials will remain secured in a room, office or storage area when regular and make-up testing have been completed.

10. Any alleged violation of test security, any alleged cheating by a student or any alleged assistance to a student to cheat will be reported to the building principal, who will investigate the circumstances. Written statements will be secured and violations will include, but may not be limited to:
   **Students**
   a. A letter from the principal to the student, parent or legal guardian informing them of the alleged violation.
   b. Written documentation will be placed in the student’s accumulative file.
   c. Following an investigation by the principal, and the determination that a test violation occurred, either as a result of actions by the student or by another individual, the student involved will have his/her test score[s] invalidated, and may not retake any portion of the test for the balance of the testing period.

11. Within ten [10] days of determining that a test security violation has occurred following an investigation, the school district has notify the state board of education in writing of the finding and the action taken.
   ♦ Each school district shall cooperate with the state board of education in any investigation of test security violation by a certificated employee.

LIMA SENIOR HIGH SCHOOL GRADUATION REQUIREMENTS

The graduation requirements include earning twenty-one [21] units of credit in grades nine through twelve as established in state law and other requirements as noted in AG 5460.

The superintendent shall establish whatever administrative guidelines are necessary to comply with state rules and regulations.
ALTERNATIVE CONDITIONS FOR DIPLOMA ELIGIBILITY WHERE THE PERSON PASSES ALL BUT ONE GRADUATION TEST

3313.615 Alternative conditions for eligibility for diploma where the person passes all but one graduation test.

This section shall apply to diplomas awarded after September 15, 2006, to students who are required to take the five Ohio graduation tests prescribed by division [B] of section 3301.0710 [3301.07.10] of the Revised Code.

A. As an alternative to the requirement that a person attain the scores designated under division [B] of section 3301.0710 [3301.07.10] of the Revised Code on all the tests required under the division in order to be eligible for a high school diploma or an honors diploma under sections 3313.61, 3313.612 [3313.61.2] or 3325.08 of the Revised Code or for a diploma of adult education under section 3313.611 [3313.61.1] of the Revised Code, a person who has attained at least the applicable scores designated under division [B] of section 3301.0710 [3301.07.10] of the Revised Code on all but one of the tests required by that division and from which the person was not excused or exempted, pursuant to division [H] or [L] of section 3313.61, division [B] of section 3313.612 [3313.61.2], or section 3313.532 [3313.53.2] of the Revised Code, may be awarded a diploma or honors diploma if the person has satisfied all of the following conditions:

1. On the one test required under division [B] of section 3301.0710 [3301.07.10] of the Revised Code for which the person failed to attain the designated score, the person missed that score by ten points or less;
2. Has a ninety-seven percent school attendance rate in each of the last four school years, excluding any excused absences;
3. Has not been expelled from school under section 3313.66 of the Revised Code in any of the last four school years;
4. Has a grade point average of at least 2.5 out of 4.0, or its equivalent as designated in rules adopted by the state board of education in the subject area of the test required under division [B] of section 3301.0710 [3301.07.10] of the Revised Code for which the person failed to attain the designated score;
5. Has completed the high school curriculum requirements prescribed in section 3313.603 [3313.60.3] of the Revised Code in the subject area described in division [A][4] of this section;
6. Has taken advantage of any intervention programs provided by the school district or school in the subject area described in division [A][4] of this section, and has a ninety-seven percent attendance rate, excluding any excused absences, in any of those programs that are provided at times beyond the normal school day, school week or school year or has received comparable intervention services from a source other than the school district or school;
7. Holds a letter recommending graduation from each of the person’s high school teachers in the subject area described in division [A][4] of this section and from the person’s high school principal.

B. The state board of education shall establish rules designating grade point averages equivalent to the average specified in division [A][4] of this section for use by school districts and schools with different grading systems.

All disciplinary and financial obligations must be met before a student is allowed to participate in graduation exercises and ceremonies.

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the school district or specifically permitted by this Board will be compiled by Board employees.
STUDENT RECORDS

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parents [such as a grandparent or stepparent with whom the child lives or a person who is legally responsible for the welfare of the child]. The term "eligible student" refers to a student who is eighteen [18] years of age or older or a student of any age who is enrolled in a post-secondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent provided the student is considered a dependent under section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one [1] or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

1. forward student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll on a full-time or part-time basis, upon condition that a reasonable attempt is made to notify the student's parents of the transfer, of their right to receive a copy of the record if desired and of their right to have a hearing to challenge the content of the record;
2. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
3. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
4. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five [45] days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party other than the student or his/her parent without the written consent of the parent or if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.
DIRECTORY INFORMATION

Each year the superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information" a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received or honor rolls and scholarships.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fifteen [15] days after receipt of the superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information.

A secondary school student or parent of the student may request in writing that the student's name, address and telephone listing not be released without prior consent of the parent[s]/eligible student.

The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service, and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent[s]/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent.

The Board shall not permit the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information [or otherwise providing that information to others for that purpose].

The superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

1. inspect and review the student's educational records;
2. request amendments if the parent believes the record is inaccurate, misleading or violates the student’s privacy rights;
3. consent to disclosures of personally identifiable information contained in the student's educational records except to those disclosures allowed by the law;
4. challenge Board non-compliance with a parent's request to amend the records through a hearing;
5. file a complaint with the Department of Education;
6. obtain a copy of the Board's policy and administrative guidelines on student records.
DIRECTORY INFORMATION

The Superintendent shall also develop procedural guidelines for:
1. the proper storage and retention of records, including a list of the type and location of record;
2. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

R.C. 9.01, 149.41, 149.43, 1347 et seq., 3113.33, 3319.321
34 C.F.R. Part 99
20 U.S.C., Section 1232f through 1232i [FERPA]
26 U.S.C. 152
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act
20 U.S.C. 7908
Revised 2/16/06

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MODEL NOTIFICATION OF RIGHTS UNDER FERPA
FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act [FERPA] affords parents and students over eighteen [18] years of age ["eligible students"] certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within forty-five [45] days of the day the school receives a request for access.

   Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record[s] they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

   Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
MODEL NOTIFICATION OF RIGHTS UNDER FERPA
FOR ELEMENTARY AND SECONDARY SCHOOLS

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to the school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor or support staff member [including health or medical staff and law enforcement unit personnel]; a person serving on the School Board; a person or company with whom the school has contracted to perform a special task [such as an attorney, auditor, medical consultant or therapist] or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901

INFORMATION REGARDING SPECIAL EDUCATION PROGRAMS

The Lima City Schools has adopted and implements written procedures approved by the Ohio Department of Education, Office for Exceptional children ensuring that a free appropriate public education [FAPE] is made available to all children with disabilities three through twenty-one years of age. Upon written request to the Director of Special Education Programs, the Lima City Schools - within ten [10] school days - will provide the following information:

A copy of the Operating Standards for Ohio’s Schools Serving Children with Disabilities
A copy of procedural safeguards, Whose Idea Is It?

REHABILITATION ACT OF 1973 — SECTION 504

The Lima City Schools will identify, evaluate and provide special accommodations or programs for students with disabilities within the intent of Section 504 of the Rehabilitation Act of 1973.
STATE IMMUNIZATION LAW

Sections 3313.67 and 3313.671 Ohio Revised Code state that no student at the time of his/her entry or at the beginning of each school year to an elementary, middle or high school shall be permitted to remain in school for more than fourteen [14] days, unless written evidence is presented, satisfactory to the person in charge of admission, that the student has been immunized by a method approved by the Department of Health pursuant to Section 3701.13 ORC against diphtheria, pertussis, tetanus, rubeola, rubella, polio, measles, mumps, hepatitis B and varicella [grades K-9].

Any student - previously admitted under the “in process of being immunized” provision, and who has not complied with the immunization intervals prescribed by the director of health - shall be excluded from school on the fifteenth day of the following school year.

Any student so excluded shall be readmitted upon showing evidence of compliance to his/her building principal.

1. A student, who has had natural rubeola, mumps or chicken pox [grades K-9], and presents a signed statement from his/her physician to that effect, is not required to be immunized against rubeola, mumps or chicken pox [grades K-9].
2. A student who presents a written statement from his/her parent or guardian objecting for good cause or religious grounds is not required to be immunized.
3. A student whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease.

Immunization of all students is required to prevent the spread of communicable diseases among the students attending the Lima City Schools. Children who are in school on any type of exemption, whether medical, religious or philosophical, are subject to exclusion from school in event of a school-based outbreak of any disease for which immunization is required.

MEDICATION GUIDELINES

Students needing medication will be encouraged to receive the medication at home, if possible. Medications that are ordered once, twice or three times a day should not be given at school. Medications ordered four times a day or for attention deficit disorder or for acute situations can be administered at school after the proper paperwork is received.

No medication will be accepted at school until the Request for Administration of Prescription Medication at School form has been completed and signed by the custodial parent or legal guardian and the physician and returned to school. The form is available from the school nurse or building principal. The building principal will designate a person who will be responsible for the supervision of medications after the completed and signed Request for Administration of Prescription Medication at School form has been returned to the school.

If there are any changes in the original Request for Administration of Prescription Medication at School statement, the custodial parent or legal guardian must submit a revised statement signed by the physician who prescribed the medication.

A new Request of Administration of Prescription Medication at School form must be completed and submitted each school year.

The medication must be received in the original container it was dispensed in by the pharmacy. The pharmacy will give you a duplicate container if you ask for one. All medication will be kept in a locked storage place in each school building.
MEDICATION GUIDELINES

Non-prescription medications such as cough medicine, cough drops, Tylenol or Ibuprofen should NOT be sent to school with your child. If your child requires non-prescription medication to stay in school, please have your child’s physician complete and sign the Request for Administration of Prescription Medication form before sending the medication to school. The custodial parent/legal guardian’s signature is also required on the back of the request form. The medication must be in the original container.

If you have any questions regarding the Medication Guidelines policy, please contact your building principal or school nurse.

LUNCH PROCEDURES

2015-2016

1. The Lima City Schools participate in the USDA school breakfast and lunch program. All Lima City Schools’ students regardless of income are offered a USDA 5 component breakfast at no charge and a USDA 5 component lunch at no charge. This is sponsored by USDA Community Eligibility Option [CEO]. It is a 4 year program.

In order to reduce food waste, the USDA’s “Offer vs. Serve” is available. The elementary student may decline any one [1] of the 5 component foods offered on the posted Menu of the Day. The middle and high school student may decline one [1] or two [2] of the 5 component foods offered on the posted Menu of the Day. However, the student must take a ½ cup of fruit or vegetables.

2. A computerized meal accounting system has been implemented in the Lima City Schools’ cafeterias. All students are assigned a registration computer ID number. Each student must punch his or her ID # into the pin pad at the cafeteria register when receiving any meal or a la carte food items.

If your child has been determined by a doctor to be disabled, and the disability would prevent the child from eating the regular school meal, the Lima City Schools will make any substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If you believe your child needs substitutions because of a disability, please contact the Food Service Department for further information at 419.996.3449.

3. Food brought from home.
Fast food items brought in by parents and others are discouraged. Carbonated drinks are not permitted. Students are not permitted to have outside food delivered from area food establishments. Any food brought in must be individual servings contained in a lunch bag or box. Family-size chips or snacks are not permitted. Parents should try to provide a well-balanced meal with individual servings and omit foods void of nutritional content.

Deposits for a la carte [grades 7-12] can be made before school begins or during home room period. Students may not charge a la carte items.

- 1. At the Lima City Schools’ web site, click on About Us, then, Food Service and Nutrition and Nutrition Website where you will find school menus and information on nutrition and exercise and other information about the Lima City Schools’ Food Service Program.
- 2. If you need a refund, you must request it by writing a letter to the Food Service Director. Otherwise, ALL balances are carried over to the next school year.
LIMA CITY SCHOOLS’ MUSIC DEPARTMENT
PERFORMANCE ATTENDANCE AGREEMENT

EXCUSED ABSENCES
a. Two [2] week advance notice required; approval is at the discretion of the Director.
b. Explanation note required with the signature of the parent/legal guardian.
c. Extreme hardship situations, i.e., funerals, death in the family
d. Illness – student is ill day of performance, serious family illness
e. Student must be in attendance by 11:15 AM on the date of the performance to participate in any after school performance.

EXCUSED ABSENCE MAKE-UP WORK
a. Student must complete make-up work for the missed performance that is equivalent to the percentage of points for the quarter’s grade. The assignment must be within reason, and is at the discretion of the instructor.
b. Students excused in cases of extreme hardship and legitimate illness will be required to do make-up work. Please see Regulations Governing Absence from School, Make-Up Work, Student and Parent Rights and Responsibilities Handbook.

UNEXCUSED ABSENCE
a. Student does not give notice as required [Excused Absences, a.] that he/she will not be attending a performance. With less than two [2] week advance notice – example: one [1] day prior notice, no hardship, even with a note signed by a parent/legal guardian, the student’s absence will still be considered an unexcused absence.
b. Student attends school the day of the performance and the day after, but is not present at the performance. If performance is on Saturday or any non-school day, required school attendance would be the last day of school prior to the performance.

UNEXCUSED ABSENCE CONSEQUENCE/MAKE-UP WORK
a. Student loses the percentage of points the performance represented toward the quarter’s grade.
b. Students will be required to do make-up work. Please see Regulations Governing Absence from School, Make-Up Work, Student and Parent Rights and Responsibilities Handbook.

PERFORMANCE/SCHOOL FUNCTION CONFLICT ISSUES
When there is a conflict with a performance and another school function that is completely unavoidable, every effort will be made to accommodate the student’s schedules.

Example: Solo & Ensemble scheduled the same day as a district swim meet, etc.

Music Department will make every attempt to negotiate and integrate the student’s schedule with the appropriate advisor/coach.

When there is an unavoidable conflict, and the student does not attend the performance after giving the required advance notice, Excused Absence Make-Up Work, a., would apply.

________________________________                                     ______________________________________
Student Name                                                       Parent/Legal Guardian signature

Date____________________________
APPENDIX

LIMA CITY SCHOOLS CODE OF DISCIPLINE/CONDUCT
[To be posted in a central location in all schools]

I. STUDENTS’ RIGHT TO AN EDUCATION
The right of every Ohio resident between the ages of six [6] and twenty-one [21] to a free public education has been clearly and undeniably established by Ohio law and reaffirmed time and time again by Ohio courts. Ohio courts have held that all students - irrespective of race, creed, color or sex - are entitled to the same courses of education and facilities in Ohio’s public schools. Finally, all students in Ohio’s public schools are equally entitled to the enjoyment of all educational opportunities provided by the Ohio public school system. It should be further noted that all students including those over eighteen [18] years of age must adhere to those rules and regulations as established by the Lima City Schools.

II. CONDUCT INVOKING DISCIPLINARY ACTION
Inherent in the idea of Code of Discipline is the attempt to define rules of conduct and to establish sanctions for transgressions of those rules. A first principle in this effort is realization of the facts that not all conduct calls for retributive action, and that among those kinds of conduct which do call for such action, not all require the same response. Certain expressions or actions by students, while deviating from normal behavior, do not seem sufficiently serious to call for disciplinary action. Other single incidents or continued violations may be serious enough to call for such last resort action as either suspension or expulsion.

III. GENERAL PROCEDURES
Procedures for implementing the disciplinary action shall conform to the “Due Process” safeguards mandated by ORC 3313.661. Search and seizure procedures should be conducted in accordance with the Fourth Amendment to the U.S. Constitution together with statutes of the State of Ohio. Student lockers are the property of the district, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary.

The building principal is charged with the proper enforcement of discipline in the total school setting. The building principal has the discretionary authority to use, to recommend or to authorize other certified personnel to use any or all of a number of disciplinary measures to correct student behavior [See Discipline Options in Student/Parent Rights & Responsibilities Handbook.]

IV. CODE OF CONDUCT/DISCIPLINE

Rule 1 — Disruption of School
A student shall not use violence, force, noise, coercion, threat, intimidation, fear or any conduct which would cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

Rule 2 — Damage, Destruction or Stealing or Unauthorized Use of School and/or Private Property
A student shall not cause or attempt to cause damage to property or steal or attempt to steal property either on the school grounds or during a school activity, function or event off school grounds.

Rule 3 — Assault on a School Employee
A student shall not cause or attempt to cause physical injury to a school employee.

Rule 4 — Physical Abuse of a Student or Other Person Not Employed by the Schools
A student shall not cause or attempt to cause physical injury to a student or another person.
APPENDIX
LIMA CITY SCHOOLS CODE OF DISCIPLINE/CONDUCT
[To be posted in a central location in all schools]

IV. CODE OF CONDUCT / DISCIPLINE

Rule 5 — Weapons and Dangerous Instruments
A student shall not possess, handle or transmit any deadly weapon or dangerous ordnance as defined by the Ohio Revised Code and Lima City ordinances or any instruments or objects capable of inflicting bodily harm that can reasonably be considered a weapon.

Rule 6 — Tobacco
A student shall not smoke, use or possess tobacco or tobacco substitutes in any form within school buildings, on school grounds, school buses, field trips or at any extra-curricular activity, including basketball and football games.

Rule 7 — Narcotics, Stimulant Drugs, Counterfeit Drugs and Alcoholic Beverages
A student shall not possess, use, transport, purchase, offer for sale, give to another or be under the influence of narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, alcoholic beverages, anabolic steroids, intoxicants of any kind or possess, use, transport, purchase, offer for sale, give to another any known counterfeit controlled substance or substances which represent a controlled substance or which might be construed to be a controlled substance.

Rule 8 — School Violations
A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Students shall not act in a verbally abusive manner or in a disrespectful and demeaning fashion to either staff or fellow students.

V. EMERGENCY REMOVAL FROM CURRICULAR OR EXTRA-CURRICULAR ACTIVITIES BY TEACHER*
A teacher shall not remove a student from curricular and/or extra-curricular activities unless it is found that the student violated a rule of the Code of Discipline, and such action is so serious that the pupil’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises.

VI. EMERGENCY REMOVAL FROM CURRICULAR OR EXTRA-CURRICULAR ACTIVITIES OR SCHOOL PREMISES BY ASSISTANT PRINCIPAL, PRINCIPAL OR SUPERINTENDENT*
The assistant principal, principal or superintendent shall not remove a student from curricular or extra-curricular activities or from school premises unless the student violated a rule of the Code of Discipline, and such action is so serious that the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises.

VII. SUSPENSION*
The building principal or superintendent shall not suspend unless the student violated one or more rules of the Code of Discipline/Conduct.
APPENDIX
LIMA CITY SCHOOLS CODE OF DISCIPLINE/CONDUCT
[To be posted in a central location in all schools]

VIII. EXPULSION*
The superintendent shall not expel a student unless:
A. The student is guilty of multiple violations of the Code of Discipline during one [1] school year and that each violation was serious enough, in the absence of other violations, to warrant suspension or
B. The student has violated a rule of the Code of Discipline or combination thereof, and such action or actions is/are so serious that the student’s presence poses a continuing danger to persons or an ongoing threat of disrupting the academic process taking place, either within a classroom or elsewhere on the school premises.

For elaboration of these rules see the “Student and Parent Rights and Responsibilities Handbook.”

*The amount of time spent out of school as a result of an emergency removal shall be deducted from the length of any suspension/expulsion imposed.