

STUDENT AND PARENT RIGHTS AND RESPONSIBILITIES HANDBOOK

Board Adopted July 1976

Board Revision 7/21/2025



Every Minute Counts...

LIMA CITY SCHOOLS

LIMA, OHIO

2025-2026

LIMA CITY SCHOOLS

Mission Statement

To create a climate in which every student learns.

We Believe

Students should have access to a high quality education in a safe and always supportive environment.

In high expectations for student achievement, and we accept responsibility for helping students meet those expectations.

Students deserve access to lifelong learning provided by high quality staff members who prepare them for careers or higher education.

Keeping students at the forefront of all our decision making will lead to a safe environment that supports academic and social growth.

Students should have access to a rigorous curriculum that fosters a growth mindset and understanding that all students can continue to grow and succeed.

Every staff member must understand the value of a comprehensive curriculum that leaves no child behind and fosters success.

The school community should promote an environment of high expectations, trust and respect, hope and belonging.

In the commitment to provide an emotionally and physically safe and supportive environment.

Staff should collaboratively use action research to refine best practices in instruction that impact student performance.

In our city, its people and the future of Lima.

Superintendent's Message

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.

Lima City Schools Student and Parent Rights and Responsibilities Handbook

During the original 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,

Andre' Rudolph

Superintendent - Lima City Schools

Lima City Schools

Building Information

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Students' Right to an Education

The right of every Ohio resident between the ages of six [6] and twenty-one [21] to a free

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public education has been clearly and undeniably 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 are 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.

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 no 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.

If a student violates the 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.

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 or identifiable marks or symbols, claim a territory or turf, associate on a regular basis, violate school rules and engage in criminal 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,

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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;
 - c. assaulting 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;
 - d. distributing or copying any gang related material on school property or at school sponsored activities;
 - e. 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;
 - f. placing any gang related graffiti on the school or school property or on the property of others during school sponsored activities;
 - g. 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 or Objects in 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 may expel this student from school for a period of up to one calendar year. Any such expulsion may 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.

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. 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 with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members may be subject to expulsion.

Removal, Suspension, Expulsion, and Permanent Exclusion of Students

The Board of Education recognizes that exclusion from the educational program of the schools – whether by emergency removal, out of school suspension, expulsion or permanent exclusion – is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out of school, expelled and /or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA and/or Section 504 of the Rehabilitation Act of 1973. [See Policy 2465, “Suspension/Expulsion of Disabled Students.”]

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board or conduct that – regardless of where it occurs – is directed at a District official or employee or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code the following shall apply:

- A. “Emergency Removal” shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. [See Policy 5610.03, “Emergency Removal.”]
- B. “Suspension: shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal or any other administrator from the District’s instructional program for a period not to exceed ten [10] school days. Suspension shall not extend

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beyond the current school year if at the time a suspension is imposed, fewer than ten [10] days remain in the school year. The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

In the event the student fails to complete the required community service or the assigned alternative consequence, the Superintendent may determine the next course of action. Such course of action, however, shall not include requiring the student to serve the remaining time of the suspension at the beginning of the following school year.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 – “Due Process Rights.”

A student who is suspended may be permitted to complete any classroom assignments missed because of the suspension.

- C. “Expulsion” shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty [80] school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one [1] year as specifically provided in this policy and the Student Code of Conduct/Standard Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 “Due Process Rights.”

1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one [1] year for bringing a firearm or knife to a school building or on to any other property [including a school vehicle] owned, controlled or operated by the Board to an interscholastic competition, an extra-curricular event or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case by case basis in accordance with this policy.

Similarly, the Superintendent shall expel a student from – for a period of one [1] year – for possessing a firearm or knife at school or on any other property [including a school vehicle] owned, controlled or operated by the Board, at interscholastic competition, an extra-curricular event or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce

this period on a case by case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm [as defined in 18 U.S.C. 921 [a][3] or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as 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

silencer or any destructive device. A destructive device includes but is not limited to any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four [4] ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade or any similar device [including sharp metal martial arts weapons such as a ninja throwing stars] that is used for or is readily capable of causing death or serious bodily injury.

The Superintendent may – in his/her sole judgement and discretion – modify or reduce such expulsion in writing to a period of less than one [1] year on a case by case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities [for example where the incident involves a student with a disability, and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability].
- b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or
- c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult and
- b. results in serious physical harm to person[s] as defined in R.C. 2901.01[A][5] or to property as defined in R.C. 2901.01 [A][6]

The Superintendent may expel the student for a period of up to one [1] year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case by case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may – in his/her sole judgement and discretion – reduce such expulsion to a period of less than one [1] year on a case by case basis upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities [for example: where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's

disability]; or

- b. other extenuating circumstances – including but not limited to – the academic and disciplinary history of the student including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

**** A student may be expelled up to 180 school days (with a 90 day extension) if the student is determined to be an Imminent and Severe Endangerment to Health and Safety of Students or Employees. See Policy 5610  Policy 5610 Imminent and Severe Endangerment**

3. Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one [1] year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case by case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under the provision.

The Superintendent may - in his/her sole judgement and discretion - reduce such expulsion to a period of less than one [1] year on a case by case basis for the following reasons:

- a. For students identified as disabled under the IDEA, ADA and Section 504 of the Rehabilitation Act of `1973, upon recommendation from the group of persons knowledgeable of the student's educational needs, or
- b. Other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

D. "Permanent Exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. See Policy 5610.01  Permanent Exclusion

If a student is expelled for more than twenty [20] school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors

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and attitudes that contributed to the incident[s] that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, he/she may suspend the student from school bus riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out of state district, if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Post-secondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire, and that the Board has adopted a provision in Policy 2271 under R.C. 3313.613 to deny high school credit to post-secondary courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

In alignment with  Policy 5610 Imminent and Severe Endangerment The Superintendent is authorized to expel a student from school for a period not to exceed 180 school days (with a potential 90 day extension) if the superintendent determines that the student poses an imminent and severe endangerment to the health and safety of other students or school employees.

A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent/student handbook.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.662, 3313.663

R.C. 3313.664, 3321.13 [B][3] and [C], 3327.014

18 U.S.C. Section 921

20 U.S.C. 3351.20 U.S.C. 7151, 20 U.S.C. 8921

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 a 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 therein 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

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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.

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 & Dangerous Instruments

Section 2923.12 ORC — states that “No person shall knowingly carry or have concealed on

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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.

Rule 7: Narcotics, Stimulant Drugs, Counterfeit Drugs & 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.]

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.
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.
9. Students are responsible for any technology device(s) assigned to them including charging cords.

****PARENT ANNUAL NOTIFICATION LETTER**

 **25/26Annual Notification Letter SB29**

Wireless Communication Devices

Students may possess wireless communication devices [WCDs] in school, on school property, during after school activities [e.g., extra-curricular activities] and at school related functions provided that during school hours and on school vehicles the WCDs are powered

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completely off [i.e., not just placed into vibrate or silent mode] and stored out of sight.

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants [PDAs], Blackberries/Smartphones, WiFi enabled or broadband access devices that allow a person to record and/or transmit - on either a real time to delayed basis – sound, video or still images, text or other information.

Students may not use WCDs on school property or at a school sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off [not just placed into vibrate or silent mode] and stored out of sight.

The requirement that WCDs must be powered completely off will not apply when the student obtains prior approval from the building principal.

Students are prohibited from using WCDs to capture, record or transmit the works [i.e., audio] and/or images [i.e., pictures/video] of any student, staff member or other person in the school or while attending a school related activity without the express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy, and is not permitted unless authorized by the building principal.

The use of WCDs that contain built-in cameras [i.e., devices that take still or motion pictures, whether in a digital or other format] is prohibited in locker rooms, classrooms, bathrooms.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity [e.g., child pornography]. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation.

If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any disciplinary consequences that are imposed. Any WCD confiscated by the District staff will be marked in a removable manner with the student's

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name, and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage or vandalism to WCDs brought onto its property or the unauthorized use of such devices.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day with permission of the building principal.

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.

Nondiscrimination on the Basis of Sex in Education Programs or Activities

The Board of Education of the Lima City Schools does not discriminate on the basis of sex in its education programs or activities, and is required by Title IX of the Education Amendment Act of 1972 not to discriminate in such a manner.

Please refer to board policy

 **Nondiscrimination of the Basis of Sex in Education Programs or Activities**

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

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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.

Anti Harassment

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

Please refer to board policy  **Anti Harassment**

Rights of Students Off School Grounds & 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.

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

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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 a case.

Discipline Options

Proper discipline is necessary in schools in order to create and maintain an atmosphere conducive to learning. In many low-key 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.

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

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student is expected as a part of this responsibility:

1. To extend full cooperation to each staff member.
2. To cooperate in the care and protection of the building, its equipment, supplies and instructional materials are issued.
3. 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.
4. to refrain from smoking in school or on school property or in attendance at a school sponsored function - both at home and away.
5. to abide by all regulations established by the school regarding students.
6. to never come on school property with a dangerous weapon in his/her possession.
7. to attend school only during those hours in which he/she participates in classes or supervised extra curricular activities.
8. 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 conferences
 - 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 or designee 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 may 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 the teacher as soon as practicable. [The 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.

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.²

Positive Behavior Intervention Supports & Limited Use Of Restraint & Seclusion

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports [PBIS] with students, and the establishment of a school environment focused on the care, safety and welfare of all students and staff members. Student personnel shall work to prevent the need for the use of restraint and /or seclusion. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evident based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS, and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's standards. Only school staff trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy. The Board shall annually notify parents of this policy and publish it on the District's web site.

To see the entire Policy, "Positive Behavior Intervention & Supports & Limited Use of

Restraint & Seclusion,” please go to www.limacityschools.org – About Us; School Board; Policies/Guidelines/Students-5630.01.

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.

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.

Students are considered “on time” if they are present in school no later than the scheduled time:

Unity Elementary, Independence Elementary, Heritage Elementary, Freedom Elementary
8:30 AM

South Science and Technology Magnet School 8:00 AM

Liberty Arts Magnet 8:15 AM

Lima West Middle School, Lima North Middle School 7:30 AM

Lima Senior High School 8:00 AM

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

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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.

Definition of “habitual truant” has changed from days to hours. The definition is:

1. Absent 30 or more consecutive hours without a legitimate excuse;
2. Absent 42 or more hours in one school month without a legitimate excuse;
3. Absent 72 or more hours in one school month without a legitimate excuse.

Includes “excessive absences”:

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

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. **Religious Expression Days** – Three days of absence for sincerely held religious beliefs and practices shall be permitted and excused. The district will not impose an academic penalty and students will be allowed to participate in interscholastic athletics or other extracurricular athletics on days in which the student was absent. Parent notification of Religious Expression Days must be received by the principal within fourteen days of the first student day of school.
7. Emergency or set of circumstances judged as sufficient cause by school authorities

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 Expression Days** — Three days of absence for sincerely held religious beliefs and practices shall be permitted and excused. The district will not impose an academic penalty and students will be allowed to participate in interscholastic athletics or other extracurricular athletics on days in which the students was absent. Parent notification of Religious Expression Days must be received by the principal within fourteen days of the first student day of 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.
9. **Make-Up Work** — Once an absence has been deemed excused, a student will be granted, at minimum, an equivalent school day duration to make-up any assignment, assessment, or lab as the original absence. 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 at school.

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.
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
 - g. Community Service
 - H. 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. 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.

Access the Lima City Schools Attendance Policy here:

[Lima City Schools Attendance Policy](#)

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
6. 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:
 - a. 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.

The duties of the faculty advisor and assistant advisors shall be to:

1. serve in a liaison capacity between the staff 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.

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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

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distribute or display the material is denied, the student shall have the opportunity to make necessary revisions and/or deletions.

Time, Place & 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.

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.
2. "Minor" means any person under eighteen [18] years of age.

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.

Dress Code/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.

TOPS	FEMALES	MALES	COLORS
NO denim No more than two [2] top buttons undone.	Short or long sleeve polos Short or long sleeve oxfords	Short or long sleeve polos Short or long sleeve oxfords	Any solid color

LAYERING LONG SLEEVES UNDER SHORT SLEEVES IS ACCEPTABLE.

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

**ALL BOTTOMS WILL BE FITTED AND HEMMED.
ALL BOTTOMS MUST BE WORN AT THE WAIST.**

SWEATERS/SWEATSHIRTS	FEMALES	MALES	COLORS
NO denim Hoods cannot be worn over the head	V-neck Crew neck Cardigan	V-neck Crew neck Cardigan	Any solid color

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

SHOES	NO open toe shoes, NO flip-flops, NO slippers
SOCKS	NO leggings. Any color or pattern socks, tights or hose are permitted, but not required.
TIES	Neck ties/bow ties are optional.
HEAD GEAR	NO head gear - caps, hats, sweatbands, bandanas, curlers, etc. – to be worn inside.
JEWELRY	NO heavy metal chains allowed.
SPARTAN WEAR TOPS	Spartan Wear tops are allowed at all times – NO hoodies. Campus Wear bottoms must be worn.

NO OVERSIZED, TATTERED, DIRTY, TORN CLOTHING PERMITTED. NO PROFANITY, OFFENSIVE LANGUAGE, ILLUSTRATIONS, SEXUAL INUENDOS 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.

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.

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 distracting.

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 & 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.

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- 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.

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.
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.

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- 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, Academic Acceleration, Placement, and Retention

(Policy 5410)

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the Board's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

The promotion and retention provisions of this policy shall be in compliance with the terms of Ohio's Third Grade Reading Guarantee (Policy 2623.02).

Promotion

A student will be promoted to the succeeding grade level when s/he has: in the opinion of the professional staff, achieved the instructional objectives set for the present grade;

1. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
2. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Academic Acceleration

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

Any student residing in the District may be referred by a staff member or a parent/guardian to the principal of his/her school for evaluation for possible accelerated placement. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building.

Students referred for accelerated placement will be evaluated in a prompt manner. The building principal will schedule the evaluations. Normally, changes in a student's schedule will occur only at the start of a grading period.

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Before a student is evaluated for accelerated placement, the principal (or his/her designee) shall obtain written permission from the student's parent/guardian.

Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within forty- five (45) calendar days. Evaluations related to referrals that occur at the end of a school year or during the summer will be completed and a written report issued either before the end of the school year, if possible, or within forty-five (45) calendar days of the start of the next school year.

Upon referral, the student's principal (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student. This committee shall include the following:

1. a parent/guardian, or a representative designated by that parent/guardian
2. a gifted education coordinator or gifted intervention specialist, or if neither is available, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted
3. a principal or assistant principal from the child's current school
4. a current teacher of the referred student
5. a teacher at the grade level or course to which the referred student may be accelerated

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in its deliberations. In the event that career-technical programs are considered for acceleration, a career-technical educator shall be consulted as a part of the evaluation.

Students considered for whole-grade acceleration will be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

Students considered for individual subject acceleration will be evaluated using a variety of data sources, including measures of achievement based on State academic content standards (in subjects for which the State Board of Education has approved content standards) and consideration of the student's maturity and desire for accelerated placement.

The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the principal and the student's parent/guardian. This notification shall include instructions for appealing the decision.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the committee's decision. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within thirty (30) calendar days of receiving the appeal. The Superintendent or his/her designee's decision shall be final.

If the student is recommended for whole-grade or individual subject acceleration, the acceleration evaluation committee will develop a written acceleration plan. The parent/guardian shall be provided with a copy of the plan. The plan shall specify:

1. placement of the student in an accelerated setting;
2. strategies to support a successful transition to the accelerated setting;
3. requirements and procedures for earning high school credit prior to entering high school (if applicable); and,
4. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee implementation of the acceleration plan

and to monitor the adjustment of the student to the accelerated setting.

At any time during the transition period, a parent/guardian of the student may request in writing that the student be withdrawn from accelerated placement. In such cases the principal shall remove the student from the accelerated placement without repercussions.

At any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the evaluation committee to consider other accelerative options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different accelerated setting from that initially recommended, the student's acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The student's record shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record to facilitate continuous through the curriculum.

Retention

A student may be retained at his/her current grade level when s/he has in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

A student may be placed at the next grade level when retention would no longer benefit the student.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students that assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

Lima Senior High School

High school students are assigned to the 9th, 10th, 11th and 12th grade levels. High school 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.

Security Provisions for Statewide Assessments

It is the School District's intent to comply with the State Department of Education's guidelines for test security. The District shall communicate the test security provisions - including the electronic device and social media provisions – with all District employees, students and their families annually in writing.

The District Testing Coordinator is designated as the District's Test Coordinator [DTC] and each building principal is designated as the Building Test Coordinator [BTC] for his/her building. The DTC and BTCs are responsible for assuring that all the assessment administration and assessment security provisions adopted by the State Board of Education, all assessment procedures adopted by the State Department of Education and those adopted by this District are followed explicitly by the appropriate staff.

The DTC is responsible for making sure that the District complies with all guidelines issued by the State for the proper administration, processing and handling of the Statewide assessment tests and associated materials, including the standards relative to the ethical use of tests by staff.

The DTC is also responsible - before the first assessment window - for sharing this guideline, including all written security procedures and penalties in writing and discussing it with 1. all staff members who have access to the secure assessment materials; 2. with all students who are being tested and 3. with any other person authorized to be present in an assessment administration room and/or to have access to any assessment materials. The BTC and applicable examiner shall orally remind staff, including monitors, and students of these guidelines prior to the beginning of each assessment administration period. Staff members, including adult monitors, must acknowledge receipt of these guidelines and the District's standards relative to the ethical use of tests on an annual basis [see AG 2623D and Form 2623B F1].

To see the entire Policy, "Security Provisions for Statewide Assessments," please go to www.limacityschools.org – About Us; School Board; Policies/Guidelines/Program-2623B.

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.**
 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:
 - 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 to 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.
-

Graduation Requirements

Graduation requirements for graduating from high school include earning twenty-one [21] units of credit in grades nine through twelve as established by the Board of Education, passing the assessments required by the State Board of Education or meeting the alternative pathway to graduation and other requirements as noted in AG 5460.

The superintendent shall establish whatever administrative guidelines are necessary to comply with state rules and regulations.

All disciplinary and financial obligations must be met before a student is allowed to

participate in graduation exercises and ceremonies.

Policy, "Graduation Requirements"  **GRADUATION REQUIREMENTS**

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.

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.

Lima City Schools Student and Parent Rights and Responsibilities Handbook

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.

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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FERPA

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 to 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.
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. 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.
 - b. [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

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, varicella [grades **K-12**] and meningococcal [grades **7-12**].

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 immunity to the above diseases/illnesses and presents a signed statement from his/her physician to that effect, is not required to be immunized against that specific disease/illness.
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.

Health Services

The following Health Services are provided to students in the Lima City Schools. Parents wishing to opt out of services can call the school principal.

1. Partnership with Health Partners of Western Ohio (HPWO)—Utilize HPWO Consents
 - a. Spartan Health Center for Medical and Behavioral Health Services
 - b. Dental Services
 - c. Vision Services
 - d. Medical Mobile Outreach Services—Well child exam, Hearing and Vision Screenings, Vaccines, Sick childcare, Lead/Hemoglobin testing, Referrals
2. Partnership with SAFY, FRC, Coleman for student specific needs.
3. Partnership with Allen County Public Health—STI and Reproductive Health
4. School Nursing Services include but not limited to::

Lima City Schools Student and Parent Rights and Responsibilities Handbook

- a. Management of Disease Processes and develop Individual Health Plans and Emergency Action Plans for chronic health conditions (Diabetes, asthma, Epilepsy, Cardiac Conditions, Allergies)
 - b. Vision Screening and referrals if needed
 - c. Hearing Screening and referrals if needed
 - d. Scoliosis Screening and referrals if needed
 - e. Lice Checks
 - f. Blood Pressure screening and referrals if needed
 - g. Medical Referrals
 - h. Behavioral Health Evaluations and Referrals
 - i. Dental referrals
 - j. Immunization review
 - k. Physical Exam review
 - l. Medication Administration—prescription and Over-the-Counter
 - m. First Aid
 - n. Heights and Weights—Grades K-4
 - o. Classroom education: Handwashing, Smoking/vaping, Nutrition, Puberty, Draw-the-Line/Respect the Line, Hygiene
 - p. Assist with MFE process and IAT process
 - q. Report Suspected Child Abuse/Neglect
 - r. Monitor Communicable Disease and Casual Contact communicable diseases
 - s. Narcan and Epipen administration
 - t. Food Allergy monitoring
 - u. AED monitoring
-

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 school website. 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.

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 or 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.

Please review the Lima City Schools Medication Policy [Medication Policy](#)

Lunch Procedures

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 two [2] of the 5 component foods offered on the posted Menu of the Day. The middle and high school student may decline 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 and/or card. Each student must punch his or her ID # or scan card 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 because of disability, 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.

Milk of food substitutions that are not a Medical Disability signed by a licensed physician will not be granted. Meaning, a food request for a medical or special dietary need, not a disability, will not be provided.

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.
-

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 represents 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.

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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 _____

Student Transportation Rules & Regulations

School Bus and Contracted Transportation Rules and Regulations

The transportation policy of the Lima Board of Education is to provide a safe, efficient and economical method of getting students to and from school. It is the desire of the Board that transportation is scheduled to ensure that the best educational interests of the students are served.

The school district provides transportation in compliance with state law. Parents of students being transported are not relieved of their responsibility of supervision before the student boards the bus or contracted service or after the student leaves the bus or contracted service at the end of the school day.

The student shall realize that school transportation is a privilege, and a student's failure to observe the rules and regulations is good and sufficient reason to refuse transportation services to the student.

Student misbehavior problems are to be directed to the building principal for disposition. Whenever it becomes necessary to refuse transportation to a student, the parents of the student will be notified and a full explanation will be given.

Student transportation is a very important part of our school program. It requires the full cooperation of everyone involved – students, parents, teachers, principals and transportation drivers. Without everyone's cooperation, injuries could occur and possibly, even death.

Good behavior while being transported on a school bus or contracted service is expected from all students. Bus and contracted service drivers cannot drive safely in city traffic and administer discipline at the same time to students who misbehave.

A student may be suspended from school bus/vehicle riding privileges for all or part of the school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline

Code.

Please review the rules and regulations with your child so he or she understands what is expected. The safety of children is of primary importance to each of us. Please help your child to ride the bus or contracted service safely.

Note: When reference to parent/parents is made throughout School Bus and Contracted Transportation Rules & Regulations, it also includes legal guardians.

The rules listed below – in accordance with Section 3301-83-08 of the Ohio Pupil Transportation Safety Rules – are intended for your child's safety and protection. We ask that you see that your child understands and obeys the rules at all times.

Bus Stop Rules

1. Parents and students must understand that bus transportation is a privilege – not a right.
2. Parents are responsible for the safety of their child while going to and from the assigned bus stop location, and for seeing that their child arrives at the bus stop at least ten [10] minutes before the bus is scheduled to arrive at the stop. Any child who misses the bus must be taken to school by his/her parents.
3. Parents of children who qualify for door to door pickup must have their child ready and waiting at the door and begin walking their child to the bus when it arrives. Bus drivers will **not** honk the horn and wait. When children are returned home from school, parents must be waiting to walk out to the bus to receive their children. If parents are not home or fail to meet the student at the bus, the student will be taken back to school, and it will be the parent's responsibility to go to school and pick up the student. If this happens more than three times, transportation will be suspended.
4. Parents are responsible for their child's behavior at the bus stop.
 - a. Students must wait at their designated place of safety.
 - b. Student behavior at the bus stop location must not threaten life, limb or the property of any other individual.
 - c. Students must get on and off the bus at their assigned stops. Bus drivers do not have the authorization to change bus stops.
5. Parents of pre-school through second grade students are required to be waiting at the bus stop in the afternoon. The only exception granted will be if an older sibling is assigned to the bus and available to escort the younger sibling home.
6. Parents with the exception of preschool through second grade students are **NOT** required to be waiting at the bus stop in the afternoon. However, if a parent wants to meet his/her child at the bus stop, the parent must be on time and waiting at the stop when the bus arrives.

If the child has to be returned to school due to the parent's late arrival, it will be the parent's responsibility to go to the school and pick up the student. After the third occurrence, transportation will be suspended.

Parent notes for the child to get on or off with another student at another bus stop will not be accepted. There will be NO exceptions.

Bus Rider Rules

1. All students will be required to scan on the bus using their school ID badge.
2. Students must go directly to their assigned seats and remain seated, facing forward at all times. Bus drivers have the right to assign a student to a seat on the bus.
3. Bus aisles must be kept clear at all times – backpacks, musical instruments and other items must be in the student's seat.
4. Students are required to remain seated until the bus comes to a complete stop when unloading.
5. All students will be required to scan off the bus using their school ID badge.
6. When exiting at their stop, students who must cross the street are to wait in their designated place of safety for the driver to signal before crossing. All students are to remain at the designated place of safety until the bus has pulled away.
7. Students must remain quiet when the bus is stopped railroad crossings.
8. Students must keep their hands and feet to themselves.
9. Students must keep all body parts inside the bus windows at all times – windows are down only with permission from the bus driver.
10. Students are required to obey the bus driver promptly and respectfully.
11. Students are not to use obscene or profane language or engage in loud talking or laughing. Students are not permitted to bring nuisance items such as any electronic devices or any other item which may cause a disruption on to the bus. Unnecessary confusion diverts the bus driver's attention, and may result in a serious accident.
12. **No eating or drinking on the bus except for medical reasons.** If food or drink is required for medical reasons, the parent must contact the transportation supervisor to explain and obtain approval.
13. Students are not permitted to possess or use any tobacco or tobacco substitutes in any form on the bus.
14. Students are not permitted to possess or use any alcohol or drugs in any form on the bus, except for approved prescription medication required for the student.
15. Students are not permitted to carry or have concealed on his or her person any object that is or resembles a weapon, dangerous instrument or any other object – real or toy – that simulates a weapon or dangerous instrument.
16. Students are not permitted to throw or pass objects – of any kind – on, from or into the bus.
17. Only articles that can be held on a student's lap without overlapping onto other students may be taken on the bus. No large musical instruments, sports equipment, etc. will be permitted.
18. Students shall not cause or attempt to cause damage to the bus or any property on the bus. Parents are liable – up to the amount allowed by law – for the willful destruction of property by a minor in their custody or control.

Suspension and/or Expulsion from Bus Privileges

Conduct resets at the beginning of the second semester

The bus driver is responsible for the orderly conduct of students and in the event of misbehavior of any kind, the bus driver will complete a written conduct report. This is given to the principal of the student's school, and will serve as a warning to the student and the student's parent[s] or legal guardian that he or she has been reported.

Disciplinary action taken will be progressive. The action taken will follow the defined steps for the appropriate grade level with each additional conduct report – up to and including loss

of bus riding privileges.

Student Bus Violation Progressive Steps - Grades K-4

- 1st Offense Bus Referral/Conference/Parent Contact
 - 2nd Offense Bus Referral/One [1] day loss of recess privileges/Parent Contact
 - 3rd Offense Bus Referral/One [1] day loss of bus privileges/Parent Contact
 - 4th Offense Bus Referral/Three [3] day loss of bus privileges/Parent Contact
 - 5th Offense Bus Referral/Five [5] day loss of bus privileges/Parent Contact
 - 6th Offense Bus Referral/Five [5] day loss of bus privileges/Parent Contact
 - 7th Offense Bus Referral/Ten [10] day loss of bus privileges/Parent Contact
 - 8th Offense Bus Referral/Loss of bus privileges/Parent Contact
- Fighting on the bus: Bus Referral/Loss of bus privileges/Parent Contact**

Student Bus Violation Progressive Steps - Grades 5-8

- 1st Offense Bus Referral/Conference/Parent Contact
 - 2nd Offense Bus Referral/Three [3] day loss of bus privileges/Parent Contact
 - 3rd Offense Bus Referral/Three [3] day loss of bus privileges/Parent Contact
 - 4th Offense Bus Referral/Five [5] day loss of bus privileges/Parent Contact
 - 5th Offense Bus Referral/Five [5] day loss of bus privileges/Parent Contact
 - 6th Offense Bus Referral/Ten [10] day loss of bus privileges/Parent Contact
 - 7th Offense Bus Referral/Ten [10] day loss of bus privileges/Parent Contact
 - 8th Offense Bus Referral/Loss of bus privileges/Parent Contact
- Fighting on the bus: Bus Referral/Loss of bus privileges/Parent Contact**

Student Bus ID Badge Violations Progressive Steps - Grades 5-8

- 1st Offense Bus Referral/Conference/Parent Contact
- 2nd Offense Bus Referral/Conference/Parent Contact
- 3rd Offense Bus Referral/Three [3] day loss of bus privileges/Parent Contact
- 4th Offense Bus Referral/Five [5] day loss of bus privileges/Parent Contact
- 5th Offense Bus Referral/Ten [10] day loss of bus privileges/Parent Contact
- 6th Offense Bus Referral/Loss of bus privileges/Parent Contact

In a situation where rule violations occur that justify immediate removal, suspension or expulsion of a student from riding the bus, the Transportation Office will notify the principal verbally, followed by a written report regarding the incident.

The superintendent, superintendent's designee, principals or assistant principals are authorized to suspend or remove students from bus privileges.

Immediate removal of a student from transportation is authorized. A student removed immediately from transportation must be given notice as soon as practicable of a hearing which must be held within seventy-two [72] hours of the removal. The notice shall include the reason for removal. Immediate removal is authorized when the student's presence poses a danger to persons or property or a threat to the safe operation of the bus.

Expulsion of a student from riding privileges shall be by the superintendent or superintendent's designee.

Lima City Schools' buses are equipped with video and audio recording devices to assist with student safety. The information recorded may be utilized to assist with disciplinary matters. The recorded information will be treated as an educational record as defined by the Family Educational Rights and Privacy Act [FERPA], 20 U.S.C. 1232g and 34 CFR Part 99

Lima City Schools Student and Parent Rights and Responsibilities Handbook

The rules and regulations listed below are for your child's safety and protection. We ask that you see that your child understands and obeys the rules and regulations at all times.

Contracted Transportation Service Rider Rules

1. Parents and students must understand that Contracted Transportation Service is a **privilege – not a right**.
2. Parents are responsible for the safety of their child while going to and from the assigned stop location and for seeing that their child arrives at the stop at least ten [10] minutes before the contracted transportation vehicle is scheduled to arrive. Any child who misses his or her pick-up must be taken to school by his or her parents.
3. Parents of preschool children must have their child waiting and ready at the door and begin walking their child to the transportation vehicle when it arrives. The drivers will not honk the horn and wait.
4. When preschool children are returned home from school, parents must be waiting to walk out to receive their children.
5. If parents are not home or fail to meet the student at the stop, the student will be taken back to school, and it will be the parent's responsibility to go to the school to pick up the student. If this happens more than three [3] times, transportation will be suspended.
6. Parents are responsible for their child's behavior at the designated stop.
 - a. Students must wait at their designated place of safety.
 - b. Student behavior at the designated stop location must not threaten life, limb or the property of any other individual.
 - c. Students must get on and off at their assigned stops. Contracted transportation service drivers do not have the authorization to change designated stops.
 - d. **Parent notes for their child to get on or off with another student at another stop will not be accepted. There will be no exceptions.**
 - e. All students must scan their ID badge getting on and off the bus at their assigned bus stop daily.
 - f. Parents are not required to be waiting at the child's designated stop in the afternoon. However, if you wish to meet your child at the stop, please be on time and waiting. If your child has to be returned to school due to your late arrival, it will be your responsibility to go to school and pick up your child. After the third occurrence, transportation will be suspended.
7. Any student who misses the contracted transportation service vehicle must be taken to school by the parent. The contracted transportation service vehicle will bring the student home. Parents are not to call the contracted transportation service provider and ask them to come back for their child. If the contracted transportation service vehicle has been to the home, they will not be sent back.
8. Parents are responsible for seeing that their child meets the contracted transportation service vehicle's schedule and for the safety of their child while the child is waiting for the contracted transportation service vehicle to arrive at the assigned pick up location.
9. Students must ride the contracted transportation service vehicle to and from their designated stop location. There will be no exceptions.
10. Parents are responsible for notifying their child's school office of any change of address. The building principal is responsible for notifying the Transportation Office.
11. Parents shall notify the contracted transportation service provider if a student does not need transportation because of illness or for any other reason. If the parents fail

Lima City Schools Student and Parent Rights and Responsibilities Handbook

to notify the contracted transportation service, and they stop two [2] times without getting the student, transportation will be cancelled, and will not be reinstated until the parent has attended a conference. When transportation is not cancelled, the Board of Education is still charged for the trip.

12. Parents are not to call the contracted transportation service provider for anything other than to cancel transportation if their child will not be attending school. If the parent feels there is a problem of any kind, they are to contact the Lima City Schools' Transportation Office, not the contracted transportation service provider.
13. No eating or drinking on the contracted transportation service vehicle except for medical reasons. If food or drink is required for medical reasons, the parent[s] must contact the Transportation Department Supervisor to explain and to obtain approval.
14. Students are not to use obscene or profane language or engage in loud talking or laughing.
15. Students are not permitted to bring nuisance items such as any electronic devices or any other item that may cause disruption to the contracted transportation service vehicle. Unnecessary confusion diverts the driver's attention, and could result in a serious accident. Drivers cannot drive in city traffic safely and discipline students at the same time.
16. Students are not permitted to throw or pass objects of any kind on, from or into the contracted transportation service vehicle nor shall anything be held so it extends out of the window of the vehicle.
17. Students are not permitted to possess or use any tobacco or tobacco substitutes in any form on the contracted transportation service vehicle.
18. Students are not permitted to possess or use any alcohol or drugs in any form on the contracted transportation service vehicle, except for approved prescription medication required for the student.
19. Students are not permitted to carry or have concealed on his or her person any object that is or resembles a weapon, dangerous instrument or any other object – real or toy – that simulates a weapon or dangerous instrument onto the contracted transportation service vehicle.
20. Only articles that can be held on a student's lap without overlapping onto other students may be taken on the contracted transportation service vehicle.
21. Students shall not cause or attempt to cause damage to the contracted transportation service vehicle or any property on the vehicle. Parents are liable – up to the amount provided by law – for the willful destruction of property by a minor in their custody or control.

Suspension an/or Expulsion from Contracted Transportation Service Privileges

The driver is responsible for the orderly conduct of students, and in the event of misbehavior, the driver completes a Written Conduct Report. This is given to the Lima City Schools' Transportation Office to investigate. Upon completion of the investigation and if warranted, the conduct report will be submitted to the principal of the student's school, and will serve as a warning to the student and the student's parent[s] or legal guardian that he or she has been reported.

The disciplinary action taken shall be progressive. The action taken will follow the defined steps for the appropriate grade level with each additional conduct report – up to and including loss of transportation services.

Student Contracted Service Violations Progressive Steps for Grades K-4

- 1st Offense Bus Referral/Conference/Parent Contact
- 2nd Offense Bus Referral/One [1] day loss of recess privileges/Parent Contact
- 3rd Offense Bus Referral/One [1] day loss of transportation privileges/Parent Contact
- 4th Offense Bus Referral/Three [3] day loss of transportation privileges/Parent Contact
- 5th Offense Bus Referral/Five [5] day loss of transportation privileges/Parent Contact
- 6th Offense Bus Referral/Five [5] day loss of transportation privileges/Parent Contact
- 7th Offense Bus Referral/Ten [10] day loss of transportation privileges/Parent Contact
- 8th Offense Bus Referral/Loss of transportation privileges/Parent Contact

Student Contracted Service Violations Progressive Steps for Grades 5-8

- 1st Offense Bus Referral/Conference/Parent Contact
- 2nd Offense Bus Referral/Three [3] day loss of transportation privileges/Parent Contact
- 3rd Offense Bus Referral/Three [3] day loss of transportation privileges/Parent Contact
- 4th Offense Bus Referral/Five [5] day loss of transportation privileges/Parent Contact
- 5th Offense Bus Referral/Five [5] day loss of transportation privileges/Parent Contact
- 6th Offense Bus Referral/ten [10] day loss of transportation privileges/Parent Contact
- 7th Offense Bus Referral/ten [10] day loss of transportation privileges/Parent Consent
- 8th Offense Bus Referral/Loss of transportation privileges/Parent Contact.

While on the contracted service vehicle, the student is under the authority of and directly responsible to the contracted service vehicle driver, school principal and program supervisors.

If the student's misbehavior continues, the student will be removed from the contracted service vehicle, and a conference with the student's parent[s], building principal and appropriate program supervisor will be mandatory before the student will have transportation provided again by the Lima City Schools.

In a situation where rule violations occur that justify immediate removal, suspension or expulsion of a student from riding the contracted service vehicle, the driver will return the student to school. The driver will notify his/her company that he/she is returning a student, and give the reason for doing so. The contracted company will notify the Lima City Schools' Transportation Office. The transportation supervisor will then notify the school principal and/or principal's designee that the student is being brought back to school because of inappropriate behavior.

The superintendent or superintendent's designee, principals or assistant principals are authorized to suspend or remove students from contracted transportation service riding privileges.

Immediate removal of a student from transportation is authorized. A student removed immediately from transportation must be given notice as soon as practicable of a hearing which must be held within seventy-two [72] hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the student's presence poses a danger to persons or property or a threat to the safe operation of the contracted service vehicle.

Expulsion of a student from the contracted service vehicle shall be by the superintendent or superintendent's designee.

Open Enrollment

Intra-District Open Enrollment

The Board of Education shall permit any eligible, elementary or middle school student in the District to apply for enrollment in any District program or school, providing the student's application meets the requirements of the State and the conditions established in District guidelines.

Please read policy 5113.01 for information about Intra-District Open Enrollment

 [Intra-District Open Enrollment Policy](#)

Inter-District Open Enrollment

The Board of Education permits the enrollment of students from all adjacent school districts in the District's schools or programs in accordance with State law and regulations concerning Inter-District Open Enrollment.

Please read policy 5113 for information about Inter-District Open Enrollment

 [Inter-District Open Enrollment](#)
