

**Lowellville High School  
Grades 7-12**

**STUDENT/PARENT HANDBOOK 2018-2019**

**LOWELLVILLE ROCKETS**  
LOWELLVILLE, OHIO



The Lowellville High School community, staff, students, and families are dedicated to creating a learning organization which promotes a positive environment conducive to high achievement, where quality teaching and learning experiences occur, thus, aiding all participants in becoming lifelong learners prepared to successfully interact in the global society of the 21st century.

*The purpose of this handbook is to give general information about the operation of Lowellville High School. It is not an attempt to recreate the Lowellville Local School District Bylaws, Guidelines, and Policies. For specific information and/or information not included in this handbook please contact the high school administration.*

**Superintendent**

Dr. Eugene M. Thomas

**Principal**

Mr. Dennis Hynes

**Guidance**

Mrs. Elizabeth Calderon

**Assistant Principal**

Mr. Tim Pancake

**BOARD OF EDUCATION**

Mr. Sam Ramunno, President  
Mr. Michael Palumbo, Vice President  
Mr. James Alfano  
Mr. Brian Wharry  
Mrs. Stephanie Yon

## **High School Staff**

Bob Antonucci	Band/Choir
Bob Ballone	Physical Education
Lucy Bartlett	Special Education
Jackie Boila	Science
Robbin Carlos	Physical Education / Health
Mia DiRienzo	Italian
Lisa Doll	Special Education
Dan Dougherty	Robotics / CAD / CBI / Technology
Mellissa Gapsky	7/8 Choir/ Band
Steve Hunt	Study Hall Monitor
Pam Iarussi	Social Studies
Debbie Ignazio	Business Education
Leslie Mercure	Language Arts
Matt Olson	Math / Science
Mandy Pachner	Science
Sandi Phillips	Art
Rich Popio	Technology & Facilities Specialist
Jeannine Reamer	Mathematics
Lawrence Sammartino	History / Athletic Director
Ivan Solak	Mathematics
Andrea Weaver	Language Arts
Jamie Walski	Spanish
Danielle Yates	History / Mathematics

## **ANNUAL NOTIFICATION**

The Principal shall annually notify parent/guardians and students of the content of the rules of the District. Such notice shall establish the types of misconduct for which discipline, suspension, expulsion or removal can be imposed, and specify the person(s) to contact for a copy of the Code of Conduct.

## **GRADUATION REQUIREMENTS**

Students must complete all local and state requirements to graduate. Please consult your guidance counselor for the specific course requirements for graduation.

## **CLASS SCHEDULES**

Students must carry a minimum load of at least six (6) credits in grades 9-12. Students will not be granted permission to take less than the minimum class load.

## HONORS DIPLOMA

The following are requirements for an Honors Diploma: (eight of the nine criteria must be met).

1. Four units of English
2. Four units of mathematics that shall include algebra I, algebra II, geometry and another higher level course, or complete a four-year sequence of courses that contains equivalent content
3. Four units of science including one unit of physics and one unit of chemistry
4. Four units of social studies
5. Either three units of one world languages (must include no less than two units for which credit is sought) or three units of one world language or two units of two different languages
6. One unit of fine arts
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
8. Obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1210 on the Scholastic Achievement Test (SAT) with no regard for its new writing portion. (This maintains the two scores' comparability as qualifying criteria)

## VALEDICTORIAN AND SALUTATORIAN SELECTION

The selection of class valedictorian and salutarian each year is determined by a set of guidelines which may be obtained from your guidance counselor. You are encouraged to check your eligibility for these awards periodically throughout your high school years.

## PROCEDURE FOR NATIONAL HONOR SOCIETY SELECTION

The induction for National Honor Society will take place in the spring so the student's GPA can be based on five semesters, one of which includes the junior year.

To meet the requirement of scholarship, a student must have an accumulative GPA of **3.4** or above at the end of the first semester of his/her junior year.

To meet the requirement of service, a student must take part in at least 25 hours of service projects during his/her freshman, sophomore, and junior years. Service projects can involve community, church, or school activities that a student volunteers for and provides dependable and well-organized assistance. Service hours cannot be done during class time, unless it is a supervised class or activity.

To achieve leadership, a student must take part in at least one activity that displays leadership, responsibility, reliability and dependability during his/her freshman, sophomore, and junior years. (e.g. an officer or active member of an organization either at school, work, church or community; or a participant in a sport) The student must provide a letter of endorsement from the sponsor of the organization or the team coach verifying the leadership qualities.

To achieve character, faculty will rate each student (with whom they've had direct contact in the classroom or in extra-curricular activities) from 1 (lowest) to 5 (highest) in the area of Character. In order to become a member the candidate must receive an average vote of 3.50 or higher in the area of Character.

Any or all students who have the **3.4** GPA must provide all the above documentation to the NHS advisor.

The Principal will appoint a Faculty Council consisting of five teachers annually. Neither the NHS advisor nor the Principal can be a member of this Council. The Faculty Council will review all candidates that have provided the necessary documentation to the NHS advisor. The Council will then vote on each candidate. If a member of the Council feels that a candidate is not eligible for induction into NHS he/she must give a reason why. A candidate must be selected by at least three of the five Council members.

The Lowellville High School chapter of the NHS shall write bylaws to amplify sections of the Constitution of the National Honor Society and to clarify operating procedures. The bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member's obligation, and the like.

\*\*The requirements for National Honor Society may be amended at any time by the NHS Faculty Council and the building Principal.

### **NATIONAL HONOR SOCIETY APPEAL PROCESS**

The description below describes the process for requesting an appeal in cases of non-selection to NHS and dismissal from NHS.

Each year, the Lowellville High School NHS chapter undertakes a process to select new members. Selection to NHS is a privilege bestowed upon students by the faculty of the school, and not considered a right inherent to any student. Technically, students do not apply for membership in the National Honor Society; instead, they await an invitation to provide more information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council in each school on the condition of their having met the standards for selection established at the local level and based on the provisions of the national constitution.

Each chapter has the authority to establish local requirements above the minimum requirements establish by the national NHS organization. Inevitably, some student candidates are not selected. Parents, in an effort to understand this non-selection, often contact the national office. While the national office is willing and able to confer with parents regarding the disappointing news of non-selection, they are limited as to how they can respond. The national office does not hear appeals of non-selection or discipline of individual students.

In seeking to understand the reasons for non-selection, a parent or student may request a meeting for clarification. Below is the proper procedure that must be followed when seeking clarification or before an appeal can be granted.

1. **Consult first with the chapter advisor.** Your first inquiry should always be with the faculty member assigned to serve as the adviser (or sponsor) of the chapter at your school. This individual facilitates the selection process (but does not vote) and may be able to clarify the nature of the selection process or the decisions that were made regarding your student. The adviser can also inform you on the formal process for appeals based on local chapter guidelines.

2. **Filing a formal appeal. Non-induction:** A parent may appeal the decision of the NHS selection committee based on one of the following reasons only: technical or procedural errors. Technical or procedural errors might include the inadvertent omission of a student's name from the list of those qualified for induction, the erroneous averaging of grades, or the chapter's failure to follow prescribed procedures. Appeals of non-selection will not be granted for a reevaluation of essays or for reasons related to the failure of a candidate to include information that was not submitted during the initial selection process.

- a. All appeals are heard by the building principal (or their designee).
- b. Upon receipt of the decision not to induct a candidate, a parent may make a written appeal to the building principal. The appeal must be made in written form. No appeals will be heard by the principal prior to official notification of non-selection.
- c. The request for an appeal must state the reason for the appeal.
- d. An appeal must be registered with the principal's office within two weeks of the notice not to induct a candidate.
- e. The building principal will hear the appeal, investigate the concerns presented, and submit a written response within two weeks of the date of the appeal.
- f. The decision of the building principal is final.

**3. Appeals of Dismissal Cases.** A parent may appeal the decision of the NHS Faculty Council to dismiss a student from their membership based on one of the following reasons only: adequacy and fairness of the Faculty Council procedures. The Principal makes the final determination regarding the application of “adequacy and fairness” and this decision will be based on an investigation of the concerns. The National Council and NASSP do not have the authority to hear or make any decision regarding appeals in dismissal cases.

- a. In order to appeal a dismissal, the dismissed member or their parent must appeal the decision of the Faculty Council to the building principal.
- b. All appeals are heard by the building principal (or their designee).
- c. Upon receipt of the decision to dismiss a member from NHS, a parent may make a written appeal to the building principal. The appeal must be made in written form.
- d. The request for an appeal must state the reason for the appeal.
- e. An appeal must be registered with the principal’s office within two weeks of the notice to dismiss a member.
- f. The building principal will hear the appeal, investigate the concerns presented, and submit a written response within two weeks of the date of the appeal.
- g. The decision of the building principal is final.

### **GRADE LEVEL CLASSIFICATION**

Grade 9	0 to 5 1/4 credits
Grade 10	5 ½ to 10 3/4 credits
Grade 11	11 to 16 1/4credits
Grade 12	16 ½ credits minimum

### **GRADES**

A	Superior Performance	4 points
B	Strong Performance	3 points
C	Satisfactory Performance	2 points
D	Minimum Performance	1 point
F	Very Poor Performance	0 points
*WP	Withdraw Passing	0 points
*WF	Withdraw Failing	0 points, figured in G.P.A.
I	Incomplete; work must be completed as arranged by instructor or grade becomes an F	
*	To be determined by counselor and administration	

Students should expect homework assignments, quizzes, weekly unit and/or grade period test, plus semester exams. If you have any question regarding your grades, be sure to speak with your teacher(s) as soon as possible.

Semester exams will be given. They will reflect a fraction of your final grade. In determining final grades, the following scale will be followed when averaging nine week grades and semester exam grades.

A	3.51 - 4.00	A	90 - 100
B	2.51 - 3.50	B	80 - 89
C	1.51 - 2.50	C	70 - 79
D	.51 - 1.50	D	60 - 69
F	.00 - .50	F	59 - below

## **PURPOSE OF CODE OF CONDUCT**

So the student body has a frame of reference upon which reasonable conduct can be based, certain rules are considered necessary. Occasionally a small minority may react adversely to the question of rules in a free society, but it is commonly accepted by the overwhelming majority that regulations are in fact established to promote the general welfare of the people. Most students deport themselves admirably and in a manner creditable to the family. Unfortunately, the Board is aware that a student's behavior is not always a credit to the family and to the schools, nor to other students, and it is in this interest of promoting the safety, health and general well-being of the student body that the Board adopts this Code of Conduct. **This code is merely a guide. The administration has final say in all discipline procedures.**

## **STUDENT CONDUCT**

This code of conduct shall be applicable to all students in any program or activity conducted by the Lowellville Local Schools. The types of misconduct also include 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 and 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.

Any student who willfully violates or fails to follow this code of conduct, or performs any act which materially interferes with or is detrimental to the orderly operations of a classroom or school, a school sponsored activity, or any other aspect of the educational process in the Lowellville Local Schools, shall be subject to discipline, suspension (in-school or out-of-school), expulsion or removal.

Students who are sixteen (16) years of age or older may be permanently excluded from school if the proposed suspension or expulsion is based on a violation listed in Division (A) of Section 3313.662 of the Ohio Revised Code, and if the Superintendent of Public Instruction has issued an adjudication order that permanently excludes the student from attending any public school in the State of Ohio.

## **DENIAL OF ENROLLMENT OF EXPELLED STUDENT**

Students who have been expelled from school in another district may be denied entry - after an opportunity for a hearing - until the expiration of the original expulsion.

## **DISCIPLINARY PROCEDURES**

Appropriate and reasonable disciplinary action will be taken for offenses not specified in this Code of Conduct because it is impossible to itemize all acts of student misconduct. The main areas of conduct which will lead to disciplinary action are listed below. Behavior which can be considered improper for an atmosphere conducive to learning shall be divided into two categories: minor infractions and major infractions.

### **MINOR INFRACTIONS**

1. Tardiness (unless habitual)
2. Verbal abuse (name calling)
3. Dress code or uniform violation
4. First time any class period is skipped or any portion thereof
5. Eating food, drinking beverages or chewing gum in the school outside the cafeteria
6. Bringing electronic devices or cameras to school unless granted permission by the Principal (i.e. for class projects)
7. Failing to follow proper procedures in the cafeteria
8. Failing to follow class rules and regulations as described by the teacher
9. Failing to follow the bus conduct rules

Behavior considered minor may be corrected as follows:

1. Teacher/Student conference
2. Teacher contact of the parent(s)
3. Denial of privileges
4. Detention (may be issued at anytime)

\*Excessive detentions and/or failure to serve will result in Saturday detention and/or suspension.

## **MAJOR INFRACTIONS**

1. Disruption of the normal school process. A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or through any other conduct, cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.
2. Damage, destruction or theft of school or private property. A student (or other persons) shall not cause or attempt to cause damage to private or school property. Students and their parents or guardians will be held responsible for any vandalism, damage, or destruction that the student commits on school property. Remuneration for the complete restoration of the damage will be required.
3. Assault, fighting, threatening, harassing, intimidating, causing or attempting to cause physical injury to any person, inciting panic.  
**(First Offense: 1-3 days out-of-school suspension; Second Offense: 10 days out-of-school suspension, expulsion recommended)**
4. Chemical/Alcohol abuse

The Board of Education acknowledges that student use or possession of alcohol/drugs may result in the illness termed chemical dependency. The Board desires to aid in preventing the development of such dependency and avoid the accompanying disruption of a student's education program. Thus, to promote an alcohol and drug free school, the Board supports the adoption and enforcement of regulations which prohibit student contact with alcoholic beverages, intoxicants and drugs of abuse during the times the student is subject to the authority of school officials. Use of any substance in such a manner as to cause intoxication is prohibited.

- a. Selling of drugs on or near school property will result in expulsion. (Lowellville Schools fall under the Drug Free/Gun Free School zones, therefore, federal law will enter into any convictions).
- b. Possessing, using, transmitting, concealing or consuming any alcoholic beverage, intoxicant, pills of any kind, counterfeit controlled substance or look-alikes or any of the drugs of abuse is prohibited. Students shall not consume any alcoholic beverages, intoxicants or drugs of abuse at any time before a student's arrival at school or at a school sponsored or related event or activity.
- c. Possessing, using, transmitting, selling or concealing any drug abuse instrument or paraphernalia is prohibited (examples such as: hypodermic needle, syringe, water pipe, roach clip).
- d. A student shall not be "under the influence" of an illegal/harmful drug, alcoholic beverage, mood altering chemical, or substance represented as a mood altering substance. "Under the influence" is defined as manifesting before a school official signs of chemical misuse such as, but not limited to, staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other behavior not normal for a particular student such that school officials are led to uncover further evidence of the chemical misuse.
- e. Examples of drug abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, counterfeit controlled substance or look-alikes, synthetic or other substances that could modify behavior. (Use of drugs in accordance with a medical prescription from a licensed physician shall not be considered to be in violation of this rule).
- f. The police will be involved with each occurrence of suspected substance use and/or possession and all confiscated materials will be turned over to them for their professional analysis. In addition charges will be filed through the proper court system.  
**A student that is in violation of the drug/alcohol policy will be suspended for ten (10) days out-of-school. Within five (5) days after suspension a recommendation for**

**expulsion will be made by the Principal. (Suspension may be reduced provided the student enters an approved counseling program administrator's discretion)**

5. Possession of Dangerous Weapons\*

Students are prohibited from bringing a firearm to a school operated by the Board of Education or onto any other property owned or controlled by the Board.

If a student violates this policy, the Superintendent shall expel the student from school for a period of one calendar year. The Superintendent may expel a student from school for a period of one (1) year for bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located in a school or on property owned or controlled by the District. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one year expulsion on a case-by-case basis under the following circumstances:

1. The reduction is required by State or federal laws governing special education students.
2. The age of the student and its relevance to the punishment.
3. The prior disciplinary history of the student and the student's intent.

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 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 also prohibited from bringing a knife to a school operated by the Board, onto any other school property owned or controlled by the Board or to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School District or in which the District is a participant. The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to handle. If a student violates this policy, the Superintendent shall expel the student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred.

The expulsion may also be for a duration of one (1) year for possessing a firearm or knife at a school or on any other property owned or controlled by the Board or at an interscholastic competition, an extracurricular event, or any other school program or activity which firearm or knife was originally brought onto school property by another person.

The Superintendent may reduce the one year expulsion on a case-by-case basis under the following circumstances:

1. The reduction is required by State or federal laws governing special education students.
2. The age of the student and its relevance to the punishment.
3. The prior disciplinary history of the student and the student's intent.

6. **Criminal Offenses:** The Superintendent may expel a student from school for a period not to exceed one (1) year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in O.R.C. § 2901.01(A)(5) or serious physical harm to property as defined in O.R.C. § 2901.01(A)(6) while the student is at school, on any property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity. The expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.



7. Bomb Threats: The Superintendent may expel a student from school for a period of up to one (1) year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. Any expulsion may extend as necessary into the school year following the school year in which the incident giving rise to the expulsion takes place.
8. Possessing, co-possessing, or using tobacco in any form, including look a likes, vapes, etc. - smokeless and non-smokeless – lighted or unlighted.
  - a. A student found guilty of using, possessing, or co-possessing tobacco in any form the first time in school buildings or on school grounds will receive a three (3) day suspension. **(Suspension may be lifted provided an approved smoking cessation program is entered into by the student).**
  - b. A student found guilty of using, possessing, or co-possessing tobacco in any form the second time in school buildings or on school grounds will be suspended from school for ten (10) days. Within five (5) days after suspension a recommendation for expulsion will be made by the Principal.
  - c. A student found in violation of the tobacco policy will have his/her name referred to the police in accordance with S.B. 218 *Youth Possession*.
9. Truancy and failing to comply with attendance procedures (a second offense of skipping any class period will constitute a truancy).
10. Leaving the school building or grounds without permission from authorized school personnel.
11. Forging, using, altering or stealing of school related documents.
12. Insubordination - Disregard of reasonable directions or instructions from teachers and other authorized school personnel. Disrespect toward school personnel.
13. Gambling. Gambling is prohibited.
14. Unauthorized publications and/or distribution of materials.
15. Harassment, vandalism, physical or other disruptive behavior toward school personnel during non-school time may subject a student to school discipline.
16. Wrongful discharge of an alarm system.
17. Unauthorized use of fire and/or explosives, including possession of lighters or matches.
18. Obscenity or profanity - verbal, gestural, written or pictorial.
19. Extortion.
20. Gross misbehavior.
21. Use of possession of electronic devices, laser pointers, and other electronic communications devices, etc. on school property.
22. Hazing-any act or participation in an act that injures, degrades, disgraces or tends to injure, degrade or disgrace any student.
23. Sexual harassment-sexual attention that is unwanted or unwelcome and that includes, but is not limited to the following: unwanted touching, pinching, petting, verbal comments of a sexual nature, sexual name calling, subtle pressure for sexual activity, repeated propositions for dates and unwanted body contact.
24. Merchandising. Students shall not offer any item for sale without prior approval from the Principal.
25. Academic Dishonesty or cheating (automatic failure of the assignment).
26. Computer sabotage-Any intentional act that hinders the normal operation of a computer.
27. Violation of computer acceptable use policy.
28. Any conduct on district buses which applies to major infractions.
29. Driving in an unsafe manner.
30. Theft.
31. Violation of Federal or State Statutes.
32. Aiding and assisting another student in violation of major infraction.
33. Unauthorized use/misuse of school equipment.

Behavior considered major by the Principal may subject the student to in-school suspension, suspension out-of-school, expulsion or referral to juvenile authorities. (Except as otherwise set forth in this Policy) The building Principal has the authority to determine the seriousness of an infraction and may administer suspensions that he/she feels appropriate.

\*\*Students who receive an out-of-school suspension will be permitted to make up their work and receive full credit. It is the student's responsibility to return their assignments to the principal(s) before 7:45 a.m. (High School) or 8:05 a.m. (Elementary) on the day they return from their suspension. Any work submitted after the deadline will not be accepted and zero credit will be given.\*\*

**First Major Infraction** - The first major infraction will result in one (1) day suspension.

**Second Major Infraction** - The second major infraction will result in three (3) days of suspension.

**Third Major Infraction** - The third major infraction will result in ten (10) days of suspension and recommendation for expulsion.

When a student who has been suspended three (3) times commits any further major infractions, the Principal may recommend expulsion. In addition, the Principal may recommend appropriate intervention by other authorities. **In extreme cases the administration may recommend maximum suspension even if the infraction is the first of the student.**

If it is determined that the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, the Principal may impose emergency removal from school, then suspend the student or recommend expulsion.

Parents who resist a student serving in-school suspension may, in a conference with the Principal, request in writing that the student serve his/her suspension out of school. The days will be counted as out of school suspension.

### **PROCEDURES FOR SUSPENSION**

The Principal shall be empowered to suspend a student (in-school or out-of-school) for up to ten (10) school days.

Prior to suspension the Principal shall give the student an "Intent to Suspend" letter which gives notice of the alleged infraction. Immediately thereafter an informal hearing will be held. The nature of the evidence will be presented against the student and the student will have the opportunity to explain his/her actions. At the close of this informal hearing the Principal will determine whether the student is to be suspended or the charges dropped.

If the student is suspended, the Principal shall make an effort to contact the parent/guardian by telephone to inform him/her of the suspension. Within twenty four (24) hours an official notice of the suspension shall be mailed to the parent/guardian.

The notice to the parent/guardian shall include the following: reason(s) for the suspension, the length of suspension, the right of the student and/or parent/guardian to appeal the suspension to the Board of Education/Designee, the number of days that student/parent/guardian has to appeal the decision of the Principal to the Board of Education/Designee, the right of representation in all appeal proceedings. If the student is sixteen (16) years of age or older and the suspension was based on a violation listed in Division (A) of Section 3313.662 of the Ohio Revised Code the notice shall include: (1) a statement that the suspension may be subject to an extension by Juvenile Court Order under Division (F) (1), (2) of Section 3313.66 of the Ohio Revised Code; and (2) a statement that the Superintendent may seek the student's permanent expulsion from school if the student is convicted of or adjudicated a delinquent child for a violation listed in Division (A) of Section 3313.662 of the Ohio Revised Code.

During periods of in-school or out-of-school suspension the student will be suspended from all extra-curricular and athletic activities.

### **PROCEDURES FOR EXPULSION**

Except for expulsions of one (1) year, the Superintendent shall be empowered to expel a student for up to eighty (80) school days.

The Principal shall write a letter to the Superintendent requesting the student be expelled. The letter shall contain the reason(s) for the expulsion.

The Superintendent shall notify the parent/guardian in writing of the intent to expel the student. Notification shall include:

- a. Reason(s) for the expulsion.
- b. A statement that the student and his/her parent, guardian, custodian or representative have the right to appear in person before the Superintendent or his/her designee upon request to challenge the reason(s) for the intended expulsion or to otherwise explain the student's action. This hearing cannot be compelled by the administrator. The Superintendent or his/her designee may utilize the service of legal counsel if deemed appropriate.
- c. The date, time and place to appear.
- d. If the proposed expulsion is based on a violation of division (A) of §3313.662 of the Ohio Revised Code and if the student is sixteen (16) years of age or older, the notice shall include a statement that the Superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation.

The time and place of the hearing shall not be earlier than three (3) days nor later than five (5) days after the notice is given unless the Superintendent grants an extension of time.

Following the hearing the Superintendent shall arrive at a decision and notify both the parent/guardian and the Principal in writing with a copy to the Treasurer. The notice shall be mailed within one (1) school day of the decision and it shall include information concerning the reasons for the expulsion; the parent/guardian's right to appeal the decision to the Board of Education, the number of days to ask for the hearing, the right to representation to such an appeal and the right to request the hearing be held publicly or in executive session. If the student is sixteen (16) years of age or older and the expulsion was based on a violation listed in Division (A) of Section 3313.662 of the Ohio Revised Code, the notice shall include (1) a statement that the expulsion of the student may be subject to an extension by Juvenile court order under Division (F)(1), (2) of Section 3313.66 of the Ohio Revised Code; and (2) a statement that the Superintendent may seek the student's permanent expulsion from school if the student is convicted of or adjudicated a delinquent child for a violation listed in Division (A) of Section 3313.662 of the Ohio Revised Code.

If at the time an expulsion is imposed there are fewer than eighty (80) days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

If the expulsion is for more than twenty (20) days or for any period of time the expulsion will extend into the following semester or school year, the Superintendent shall provide, in the notice to parent/guardian, information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. This information shall include the names, addresses and phone numbers of the appropriate public and private agencies.

## **PROCEDURES FOR EMERGENCY REMOVAL**

### **Emergency Removal by a Teacher**

1. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, a teacher may remove a student under his/her supervision from curricular activities, but not from the premises.
2. During school hours the student must be sent to the office.
3. If a teacher makes an emergency removal, the reason(s) for the removal must be submitted in writing to the Principal, as soon as practicable after the removal.
4. If it is intended that the pupil be removed for more than one (1) school day, a hearing must be held within three (3) school days from the time the initial removal is ordered.
5. Written notice of the hearing and of the reason(s) for the removal shall be given to the student, his/her parents, guardian, or custodian, as soon as practicable prior to the hearing.
6. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.
7. The hearing shall be held in accordance with the suspension procedures in this Policy unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with

the expulsion procedures shall be held. Whether a suspension or expulsion hearing is held, said hearing shall be held within three (3) school days of the initial removal.

8. If the Superintendent or Principal reinstates a student in a curricular activity under the teacher's supervision prior to the hearing, the teacher, upon request, shall be given in writing the reason(s) for such reinstatement. The teacher cannot refuse to reinstate a student even though reasons are given.

### **Emergency Removal by an Administrator**

1. If a student's presence poses a continuing danger to persons to property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent, Principal or Assistant Principal may remove a student from curricular activities or from the school premises.
2. If it is intended that the student be removed for more than one (1) school day, a hearing must be held within three (3) school days from the time the initial removal is ordered.
3. Written notice of the hearing and of the reason(s) for the removal shall be given to the student, his/her parents, guardian, or custodian, as soon as practicable prior to the hearing.
4. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.
5. The hearing shall be held in accordance with the Board's suspension procedures unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with the expulsion procedures shall be held. Whether a suspension or expulsion hearing is held, said hearing shall be held within three (3) school days of the initial removal.
6. If the Superintendent or Principal reinstates a student in a curricular activity under the teacher's supervision prior to the hearing, the teacher, upon request, shall be given in writing the reasons for such reinstatement. The teacher cannot refuse to reinstate a student even though reasons are given.

### **ZERO TOLERANCE**

No form of violent, disruptive or inappropriate behavior, nor excessive truancy will be tolerated. Drugs, look-a-like drugs, alcohol, steroids, and tobacco in any form will not be tolerated. Strategies ranging from prevention to intervention shall be used to address student misbehavior.

### **HARASSMENT & BULLYING**

Anti-Harassment, Anti-Intimidation or Anti-Bullying

*As per Ohio Legislative House Bill 276, the Ohio State Board of Education Anti-harassment, Anti-intimidation or Anti-bullying Model Policy, and this School District's Board of Education Policy.*

Harassment, intimidation, or bullying behavior by any student/school personnel in this school district is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

"Harassment, intimidation, or bullying", in accordance with Ohio law, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., internet, cell phone, personal digital assistant (pda), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Anyone who witnesses or suspects that a student or adult is being harassed, intimidated, or bullied in any way should report it immediately to the building personnel.

### **DETENTION PROCEDURE**

After-school detention may be assigned to a student by any teacher or administrator when the student has been found to have violated school rules. After-school detentions will be held in an assigned room from 2:50 to 3:20 p.m.

Detention will be two types: Academics or Other (including behavior and tardiness). Failure to serve the detention will result in failure of the assignment for which the detention was issued. In extreme cases (numerous detentions), the administration may recommend denial of privileges, Saturday Detention or Suspension.

\*Saturday Detentions are assigned by the Administration.

### **TARDINESS**

Tardiness is defined as arriving to school or to class after the class tardy bell has rung. Student entering the building after the first period tardy bell has rung must report to the office to check in and get a pass to class. Between classes there will be three (3) minutes. By getting to class on time you will avoid disciplinary action. All tardiness to school will be considered unexcused except for:

1. Severe weather conditions
2. Doctor's appointment, medical reason (the student must have a written excuse from the doctor)
3. Appearance in court (student must have a written notice from the court)
4. Late arrival of the school bus

### **Tardy to School/Class**

If you are tardy to school/class (tardy to class means not in seat when bell rings) five (5) times, you may be suspended; however, tardiness to school/class will be addressed by detention before the five (5) time limit is met. All teachers are responsible for recording their student's tardies. Tardies to class will accumulate for the year. Tardies to school will be monitored each nine week period. Students arriving to school prior to 9:23 a.m. are considered tardy.

- 1st tardy - warning
- 2nd tardy - warning
- 3rd tardy - one detention assigned
- 4th tardy - two detentions-conference with the Principal
- 5th tardy - Saturday Detention

Students are considered a half day absent if they arrive to school from 9:23 a.m. to 11:15 a.m. After 11:15 a.m. they will be considered a full day absent.

If you are tardy to class because of detainment by another teacher, you must have a pass from the staff member who caused your lateness. Office personnel will not issue passes for entrance into class unless they detain you.

### **TRUANCY**

Truancy is defined as being absent, without permission, from more than one class or activity listed on the student schedule. Truancy will result in disciplinary action. Missing a class or part thereof without permission will be considered a minor infraction the first time it occurs. Cutting any class or activity the second time will be considered a major infraction. Skipping school, with or without parental permission, will also be considered truancy and will be handled as a major infraction.

## ABSENCE

Students are expected to be in school on time every day that school is in session. If a student is absent, the parent must call the school office (330-536-8426 ext 163) before **9:00 a.m.** to report the student's absence and give a reason for it. Without a parental call off, a student **WILL NOT** be permitted to make up missed work. This absence will still be an **UNEXCUSED** absence unless a doctor's note or a valid copy of a prescription is presented to the attendance officer within 48 hours of the student's return to school, or if the absence meets any of the criteria below:

\*According to state law, the following criteria qualify as **EXCUSED ABSENCES**:

1. Illness with medical verification
2. Recovery from an accident
3. Required court attendance with verification
4. Death in the family
5. Observation of a religious holiday
6. Quarantine
7. Other emergencies or circumstances, which, in the judgment of the Superintendent, constitute good and sufficient cause for absence from school.

Absence for any reason other than those cited above is unwarranted and is considered an **UNEXCUSED** absence, even when a parental call off is made. While it is sometimes necessary to schedule doctor or dentist appointments during school hours, it is suggested that this not be done on a regular basis. When it is done, the student must bring a physician's slip to the high school within 48 hours of returning to school.

### Habitual Truancy

- 30 consecutive hours without a legitimate excuse
- 42 hours in one month without a legitimate excuse
- 72 hours in one school year without a legitimate excuse
- 38 hours in one month regardless of excuse. (*Parents will be notified in writing*)
- 65 hours in one school year regardless of excuse. (*Parents will be notified in writing*)

*\*Any questionable pattern of attendance will be checked by the building principal and may be referred to the County Attendance Officer.*

### Lowellville High School Policy:

When a student reaches **9 UNEXCUSED** absences in a semester class, he/she will be non-credited and must retake the course. Similarly, when a student reaches **18 UNEXCUSED** absences in a year class, he/she will be non-credited and must retake the course regardless of the student's current grade in the class.

### MAKE UP WORK

Students are always permitted to make up missed class work for **EXCUSED** absences. It is suggested that for absences of longer than 3 days that the parent notify the school secretary and the student's missed work will be collected in the school office for pick up by the parent.

Students will be permitted to have 6 days of **UNEXCUSED** absence per semester, and will still be allowed to receive and complete makeup work including homework, quizzes, tests, etc. from teachers for credit. It is the responsibility of the student to ask for and timely return all missed work to teachers. After 6 days of **UNEXCUSED** absence in a semester, students **may not** be permitted to make up any work and **may** receive zeroes/no credit for any additional days missed. It is solely the responsibility of the student to obtain all missed work. This **MUST** be done either **BEFORE OR AFTER THE SCHOOL DAY** and not during class time.

## VACATIONS

We realize that parents often cannot control the dates of their vacations; however, such days do not constitute legal absence from school according to state law. Students who go on vacation will be considered for **EXCUSED** absences only if the following conditions are met:

1. A Vacation Request Form must be filled out by the parents and returned to the Principal's office for approval at least one week before the first day of the absence.
2. Students must be on vacation with their own parents.
3. Parents and students must make arrangements with all teachers for missed class work and assignments prior to leaving for vacation. This may only be done BEFORE or AFTER school hours and not during the regular class period.
4. Students **MUST** have a passing grade in all classes when the form is presented to the teacher prior to the vacation.
5. Students have NOT exceeded 8 **UNEXCUSED** days in a semester class or 17 **UNEXCUSED** days in a year class.
6. Excused vacations **WILL NOT** be granted during any state testing window.

## SCHOOL ATTENDANCE FOR EXTRA-CURRICULAR ACTIVITIES

Students must be in attendance at school the entire day the day of an extra-curricular event. One-half (1/2) of the day when excused by the Principal or excused for the purpose of medical treatment or therapy. An excuse from the physician or therapist must accompany the student upon arrival. These requirements must be fulfilled before permission will be granted to participate in after-school activities. A half-day is from 7:45 a.m. to 11:15 a.m. or from 11:15 a.m. to 2:45 p.m.

## MEDICAL SIGN OUT PROCEDURES

If a student must be excused early from school, a note from the parent stating the reason and the time to be picked up shall be presented to the attendance person in the Main Office at the beginning of the day. **Students must be picked up in the office.** Students will be called to the office when the parent arrives.

## REQUEST TO LEAVE SCHOOL (SIGNING OUT)

In all cases, whether or not a student is 18 years of age, a parent or guardian must be contacted before a student is permitted to leave. All sign outs not verified will be treated as truancy with appropriate penalties assessed.

## REVOCATION OF DRIVER'S LICENSE

When a student has been absent without legitimate excuse for more than ten (10) consecutive days, or total of fifteen (15) days in any semester, that student may have his/her temporary instruction or driver's license suspended by the Bureau of Motor Vehicles. (O.R.C. 3321.31)

## WORK PERMITS

Application cards for work permits may be secured from the Main Office prior to 3:30 P.M. on school days. You should provide your birth certificate and have a parent accompany you when you request the form.

## POST-SECONDARY OPTIONS

Students in grades 7-12 are eligible to attend college for high school and/or college credit even though they are still in high school. Please see the guidance office if interested.

## **SCHOOL INSURANCE**

The school provides the opportunity to purchase insurance at a reasonable price. Optional coverage would cover all sports except football. Varsity football players may obtain additional coverage through the coach or Athletic Director. The participation of the child in the insurance program is left entirely to the discretion of the parents.

## **DANCES**

Only Lowellville students and their guests may attend school functions. Guests must be registered in advance in the office for all dances.

\*The prom is for Juniors and Seniors and their guests. The guest may be a recent graduate, or a Freshman, Sophomore, Junior or Senior.

\*Homecoming/Special Dances are for students in grades 9-12.

After game dances are designated for Lowellville students only. All who attend are subject to Lowellville High School rules and regulations as set forth herein.

Students are not permitted to leave the building during a dance without the consent of the teacher chaperone. A student who leaves the building will not be permitted to return, even if he or she offers to pay to re-enter.

If a student is told to leave the activity for misbehavior, his/her parents will be notified and a conference scheduled.

## **CLOSING OF SCHOOL**

Certain conditions, including extremely inclement weather, may necessitate cancellation of school or a delay in starting times. Parents are advised to listen to one of the following Youngstown television stations if they suspect a change in the school day: WFMJ, WKBN, WYTV, etc. School closings will also be announced through our ALL CALL system and social media outlets.

\*If school will be dismissed early for all students, it will be announced through the district ALL CALL system.

## **FIRE DRILLS**

Fire drills are held regularly in compliance with state law. When the alarm rings, students should get up quietly and leave the room as directed by their teachers. Windows and doors should be closed if possible. Students should move rapidly, but walk. It is important that students not talk so they can hear instructions in the event of a real fire. The teacher will lead students to an assigned area, and they should remain there until told to return when "all clear". If students are separated from their teacher, they should not panic-but get outside and try to find their class.

## **TORNADO DRILLS**

Students must follow the same directions as for fire drills, except:

- Windows and doors should remain open
- Students should report with their class to their assigned areas within the school building. DO NOT GO OUTSIDE

## **LOCKERS/TEXTBOOKS**

The lockers are provided for students for their convenience in storing personal articles. It is the student's responsibility to keep the inside and outside of the lockers neat and clean.

The lockers supplied by the Board and used by the pupils are the property of the Board of Education. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Students are not to tamper with lock mechanism at anytime.



The Board directs that a notice be posted in a conspicuous place in each school building that has lockers, to read as follow:

“The lockers supplied by the Board of Education and used by the pupils are the property of the Board of Education. Therefore, the pupil lockers and the contents of all the pupil lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents evidence of a violation of a criminal statute or a school rule. Students are not to tamper with lock mechanism.”

Students are to store purses, any book bags or back packs in their lockers during the school day. No open or unsealed containers are permitted in lockers.

Maintenance and care of textbooks are the individual responsibility of the student to whom they are assigned. If books are lost or damaged, the student shall be required to pay the replacement cost of the book.

### **MAHONING COUNTY CAREER AND TECHNICAL CENTER**

The M.C.C.T.C. is located in Canfield, Ohio. It offers vocational skill in thirty-four (34) different vocations to Lowellville Juniors and Seniors. Vocational students are eligible for all Lowellville’s extra-curricular activities. They graduate from Lowellville High School and also receive a vocational certificate from the M.C.C.T.C. Application procedures and questions should be referred to the guidance counselor.

Any disciplinary action taken on a student by the M.C.C.T.C. is reciprocal with the home school. Any disciplinary action, including suspension and/or expulsion taken by the Lowellville High School, is reciprocal with the M.C.C.T.C.

### **HALL PASSES**

Students may be excused from class only under the direct supervision of a teacher. Students in the halls after the tardy bell must have a pass in their possession. It is the student’s responsibility to obtain a pass/late slip from a teacher or the office. Any student in the halls without a pass will be given a detention.

### **ACCIDENTS**

All accidents must be brought to the attention of the office. An accident report must be made out by the teacher in charge at the time of the accident. All students must have an emergency medical report form on file in the office. (Forms are made available at the beginning of the school year.)

Any injury, illness or accident must be reported by the student to the teacher in charge or to the Principal.

### **REPORTING TO SCHOOL**

Students should not arrive at school before 7:10 a.m. because no teacher or staff member is assigned supervision before that time. The District cannot be responsible for children’s actions or safety before 7:10 a.m., but all rules and regulations apply to students from the time they set foot on school grounds until the time they leave.

Students may not leave school grounds once they have come to school or have been dropped off by the bus. Bus riders must enter the school immediately and stay there. Car riders, drivers and walkers should not arrive before 7:10 a.m. All students arriving at school shall go directly to the cafeteria.

### **IMMUNIZATIONS ARE NECESSARY FOR THE SAFETY OF THE COMMUNITY**

A student shall be permitted to remain in school a maximum of fourteen (14) days from his/her initial entry unless he/she presents written evidence that he/she has been immunized against poliomyelitis, diphtheria, pertussis, tetanus, rubeola, rubella and mumps, or is in the process of being immunized. The following exceptions will apply:

- A student who has had natural rubeola is not required to be immunized against rubeola.
- A student who presents a written statement from his parent or legal guardian objecting to the immunization for good cause, including religious objection, is not required to be immunized.
- A student whose physician certifies in writing that such immunizations are medically contraindicated is not required to be immunized within fifteen (15) days of initial entry.

## VISITORS ARE WELCOME

All visitors to the school must report to the Main Office first. If a parent would like a conference, then arrangements should be made in advance so that the conference comes at a time when the teacher will be available.

Prior permission from the Principal must be granted to allow relatives or friends to visit or accompany a student in school or on class trips.

## FINANCIAL OBLIGATIONS/STUDENT FEES

All students will be assessed a student fee of \$20 to offset class dues, field trips, and miscellaneous supplies. The maximum family fee is \$50.

Students shall be required to pay for damage they cause directly or indirectly to school property. School property includes all buildings, buses, motor vehicles, furniture, equipment, supplies, desks, books, trees, lawn shrubbery, fences or other property of any kind owned by the District. If students directly or indirectly damage school property, they, their parents or guardians are responsible for paying the cost involved.

Report cards and transcripts will be released when all financial obligations are met. Diplomas may be withheld until graduation fees are met.

## PERSONAL APPEARANCE GUIDELINES - UNIFORM CODE

### FEMALE STUDENTS

**BOTTOMS** - Solid navy, black or beige/tan jumpers, skirts, dress slacks, skorts and dress walking shorts must be no shorter than three inches above the knee. All bottom apparel must fit appropriately. None of the following will be permitted; spandex pants or shorts, jeans, denims, baggy slacks, sagging slacks, sweat pants, jogging suits, mini-skirts, tight-fitting shorts or hip huggers. *Shorts/Pants that are frayed, even if they are manufactured in that manner are not permitted. Shorts/Pants that have strings (other than drawstring), ropes, bungees or chains are not permitted. No name brand tags may be larger than 1"X1". Khaki green and khaki gray pants are not acceptable. Leather or leather-like material is not permitted. Transparent or tight fitting clothes are not permitted. Yoga pants and look-a-likes are prohibited. Jean shorts are prohibited.*

**TOPS** - All tops must be solid white, navy, black or beige/tan in color. Blouses, turtleneck tops, and polo shirts with a collar are permitted. Solid white, navy or beige/tan sweaters or sweatshirts may be worn when a collared shirt is worn underneath or if they have a collar attached. No hoods, V-neck style shirts or blouses or shirts with words, pictures, or emblems no larger than 1"X1" of any kind are permitted. *A 1"X1" logo or the words Lowellville or Lowellville Rockets is permitted. Cardigan sweaters and vests are permitted when worn along with a collared shirts. Sweaters, sweatshirts, fleece tops must have a banded bottom. V-neck or low cut shirts or tops are not permitted even if they have a collar. Sleeveless tops are permitted if the edge of the top is in line with the shoulder. Leather or leather-like material is not permitted. Transparent or tight-fitting clothes are not permitted. Accessories should be of uniform color (Blue, Beige, White, Black).*

\*Lowellville spirit / team sports shirts are only permitted on Friday.

\*T-shirts worn under a uniform must be school colors with no patterns. No pink, turquoise, light blue, orange, etc.

**HOSIERY** - All female students must wear solid white, navy or beige/tan socks, pantyhose, or knee-highs. No student can be without one of the above.

**FOOT APPAREL** - *Dress shoes, athletic shoes and sandals are permitted. All foot apparel must be worn with socks. All shoes or sandals must have a back or strap around the heel. If crocks are worn must have a strap and fit appropriately. There is to be no trading/mixing shoes worn.*

## MALE STUDENTS

**BOTTOMS** – Solid navy blue, black or beige/tan trousers are permitted. Dress walking shorts must be no shorter than three inches above the knee. All trousers and shorts must fit appropriately and be worn at the waist. None of the following will be permitted; spandex pants, jeans, denims, baggy slacks, sagging slacks, sweat pants, jogging suits, or tight fitting shorts. *Shorts/Pants that are frayed, even if they are manufactured in that manner are not permitted. Shorts/Pants that have strings (other than drawstrings), ropes, bungees or chains are not permitted.* No name brand tags may be larger than 1”X1”. Khaki green and khaki gray pants are not acceptable. *Leather or leather-like material is not permitted. Transparent or tight fitting clothes are not permitted. Sweatpants with pockets are prohibited. Jean shorts are prohibited.*

**TOPS** – All tops must be solid white, navy, black or beige/tan in color. Dress shirts with a collar, polo shirts with a collar, mock turtleneck and turtlenecks are permitted. Navy, white, beige/tan solid sweaters or sweatshirts are permitted as long as a collared shirt is worn underneath. No hoods, V-neck style shirts or shirts with words, pictures or emblems no larger than 1”X1” of any kind will be permitted. *A 1”X1” logo or the words Lowellville or Lowellville Rockets is permitted.* Optional tops permitted to be worn with any of the above approved shirts are as follows: Solid white, navy or beige/tan V-neck sweaters or sweatshirts, crew neck sweaters or sweatshirts, cardigan sweaters or vests (these are only permitted when worn along with a collared shirt). *Sweaters, sweatshirts, fleece tops must have a banded bottom. V-neck or low cut shirts or tops are not permitted even if they have a collar. All shirts and tops must have sleeves. No tank tops or muscle shirts. Leather or leather-like material is not permitted. Transparent or tight-fitting clothes are not permitted.*

\*Lowellville spirit / team sports shirts are only permitted on Friday.

\*T-shirts worn under a uniform must be school colors with no patterns. No pink, turquoise, light blue, orange, etc.

**HOSIERY** – All male students must wear solid white, navy or beige/tan socks.

**FOOT APPAREL** – *Dress shoes, athletic shoes and sandals are permitted, and must be worn with socks. All shoes and sandals must have a back or strap around the heel. If crocks are worn must have a strap and fit appropriately. There is to be no trading/mixing shoes worn.*

## CODE GUIDELINES/ DRESS UP OR DRESS DOWN DAYS

1. Choice of clothing should consider good taste, cleanliness and self-respect. No see-through or provocative clothing should be worn. Cut-off shorts and blouses with bare midribs, tank tops, muscle shirts, headbands, and bandannas are not acceptable and are not permitted. Appropriate undergarments should always be worn. Ripped or torn clothes are not permitted. **Pants are not to be worn backwards or inside out. The “baggy” - “saggy” look is not permitted. (The garment must be worn above the hips). Sweat pants are not permitted. Shirts must be worn as designed.**
2. Hair (**must be a natural color**), make-up, jewelry, and shoes must be worn in such a manner as to promote student safety and provide an appropriate environment for learning. Shoes with laces must be tied for safety’s sake. Male students are permitted to wear earrings provided that the earrings are small stud or small hoop style only. Students may not display any other form of body piercing at any time in Lowellville Schools.
3. Hats, sunglasses, gloves, coats, and outdoor jackets are not appropriate inside the building. Sport coats and suit coats, however, may be worn.
4. Spandex bicycle shorts, cut-off shorts, soccer shorts, tennis shorts, lingerie-style shorts and Umbro shorts are not appropriate and are not permitted.
5. Clothing with advertising or a display of an illegal or immoral nature is not permitted, including, but not limited to, alcohol or tobacco products or controlled substances. Shirts with suggestive, double meaning, and/or profane symbols or pictures are inappropriate and are not permitted.
6. For physical education courses, shorts, cut-offs, sweatpants, and sweat tops may be worn. Socks, T-shirts and pants of some kind, and proper footwear must be worn in gym classes.
7. The Principal may waive parts of this section for picnics, athletic events, field trips, or for other good reasons. Student should follow these rules at all other school activities unless advised by the Principal.

8. Teachers are responsible for the initial enforcement of these guidelines, and students who violate them should be sent to the office. The Principal will make individual decisions in interpreting the guidelines, using his or her own judgment.
9. Students who do not follow these guidelines may be sent home to change if necessary, and all time missed may be made up in detention.
10. Each year, if deemed necessary, the Principal shall appoint and chair a committee representing students, parents, and teachers. The committee shall meet at the call of the Principal to determine the appropriateness of new, different, or unusual styles of dress and/or grooming which are not addressed herein.
11. Mustaches may be worn. Beards and other forms of facial hair are prohibited.

Please be advised that it is impossible to identify or predict all extremes of dress, i.e. type or length of shorts, length or appearance of hair, etc. The final decision on any questionable types of dress will be made by the Principal.

### **INFRACTIONS OF THE PERSONAL APPEARANCE GUIDELINES WILL BE HANDLED AS FOLLOWS:**

- 1st offense - warning
- 2nd offense - one detention assigned
- 3rd offense - one detention assigned
- 4th offense - two detentions-conference with the Principal
- 5th offense - Saturday Detention

\*\*All students will be required to comply with the personal appearance guidelines. This may include shaving and/or changing their clothing.

### **BUS CONDUCT**

The bus driver is responsible primarily for the safety of those students on the bus. Students who misbehave take the driver's attention away from where it should be-traffic and road conditions and the safe loading and unloading of students. Therefore, bus misbehavior cannot and will not be tolerated. Students are reminded that buses are "school property" and therefore, all other rules, regulations and disciplinary actions apply to misconduct in addition to specific penalties for bus misconduct as described in the following (reference O.R.C. 3301-83-08):

1. Students shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic.
3. Behavior at the school bus stop must not threaten life, limb, or property of any individual.
4. Students must go directly to an available or assigned seat.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus except as required for medical reasons.
9. Students must not use tobacco (or look a likes) on the bus.
10. Students must not have alcohol or drugs in their possession on the bus.
11. Students must not throw or pass objects on, from or into the bus.
12. Students must carry on the bus only objects that can be held in their laps.
13. Students must leave or board the bus at locations to which they have been assigned unless they have parental permission and administrative authorization to do otherwise.
14. Students must not put head or arms out of the bus window.
15. Guidelines will be formulated for the use and storage of equipment and other means of assistance required for handicapped students.
16. Proper steps will be taken to collect, store and use medical information related to students known to have medical problems which may require driver attention.
17. Bus drivers reserve the right to assign seats.

## CAFETERIA CONDUCT

**All students are required to eat lunch in the school, whether by tray or by bag lunch. Students may not leave the building or have lunch delivered from outside the school.**

The following rules apply to cafeteria conduct:

1. Students are expected to keep the cafeteria in a clean and orderly condition for the next lunch group.
2. Students in the lunch line will stand in single file. Courteous behavior is acceptable behavior.
3. Quiet voices should be used at all times in the cafeteria.
4. A student must take the first tray or milk he or she touches.
5. Students should watch their trays, watch where they are going, and notify the teacher of any spills immediately.
6. Students should sit in their assigned areas.
7. Students should try to eat all the food on their trays. No snacks should be purchased until the tray or bag lunch has been finished.
8. Food, snacks, or drinks are permitted in the cafeteria. Seniors only are permitted to eat at the outside picnic area tables.
9. All trays, paper products, and silverware must be cleaned off the table and deposited in the proper receptacle in a mannerly way, taking care to put silverware in the proper place. Students should take trays back when directed to do so by the teacher on duty.
10. Playing with or throwing food in the cafeteria is not permitted. Trays must be returned to the proper area. Students are expected to dispose of their own garbage and to clean up after themselves.
11. All food and drink is to be consumed in the cafeteria. **No food or drinks will be permitted in the classrooms or outside the cafeteria.**

## DRIVING TO SCHOOL

Parking permits are required by all students who drive to school and park on school property. Parking permits will be issued through the Main Office. Students applying for and receiving parking permits fully understand the responsibility to follow these regulations listed below:

### PARKING REGULATIONS

1. Driving to school and parking on school property is a privilege, not a right.
2. If your car is parked on school property without a tag, you will be warned the first time, a second offense may result in your car being towed.
3. Upon arrival at school, you may not return to your car until the school day ends, unless permission has been granted by an administrator.
4. All automobiles must have a parking permits displayed on the rear-view mirror.
5. Parking is strictly limited to the student parking area; the faculty lot is for faculty and visitors only.
6. All students must be licensed and covered by insurance. The school is not responsible for any automobile or its contents.
7. No loitering or visiting in the parking lot.
8. No driving over 5 mph. or any form of reckless driving.
9. Parking regulations will be strictly enforced. Suspension from school and/or driving privileges may occur when violations of these regulations occur.
11. All vehicles driven to school and parked on school property or parked within 1000 feet of school on adjacent streets are subject to searches.

### PUBLIC DISPLAY OF AFFECTION

Couples are encouraged to keep romantic ventures a private affair. Kissing, embracing, and other signs of affection are not appropriate behavior during the school day or at extra-curricular activities.

## **DRUG TESTING POLICY LOWELLVILLE LOCAL SCHOOL DISTRICT**

The Lowellville Local Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by Lowellville School students. The Lowellville Local School Board of Education desires to implement a policy which will attempt to provide this district with safe and healthful student programs. This policy reflects the Lowellville Board of Education and the community's strong commitment to establish a truly drug and alcohol free school. Because of the pervasive nature of drug use in our local schools, Lowellville Local Schools have selected student athletes, student drivers, students who participate in competitive extra-curricular activities and students who, along with consent from their parents, volunteer to be tested, for inclusion in the testing pool. This policy applies to all athletes, student volunteers and extracurricular activities from grades 6-12.

### **PURPOSE OF THIS POLICY SHALL BE:**

1. To provide a healthy and safe environment to all students participating in the athletic and extracurricular programs.
2. To discourage all students from using drugs and alcohol.
  - a. Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
3. To provide students with the opportunity to become leaders in the student body for a drug free school.
4. To provide solutions for the student who does use drugs and alcohol.
5. To provide the school with positive guidelines and disciplinary policies for violations of the drug free policy.
6. To encourage those students who participate in athletic, drive to school, opt-in and extracurricular programs to remain drug free and alcohol free.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is designed to be non-punitive.

Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extra-curricular activities, a student may be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.

Students will not be penalized academically for testing positive for banned substances that occurred outside of school as determined by a thorough investigation.

Any student in grades six (6) through twelve (12) and his/her parent(s) or legal guardian(s) must first sign a drug testing registration/consent form in order to be eligible to participate in any one (1) or combination of the following:

- A. drive a motorized vehicle to school
- B. driver education
- C. athletics
- D. extra-curricular activities other than athletics
- E. curriculum related activities

## DEFINITIONS

### 1. STUDENT ATHLETE

Any person participating in the Lowellville Local Schools athletic program and/or contests under the control and jurisdiction of the Lowellville Local Schools and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders.

### 2. EXTRACURRICULAR

Any activity of a competitive nature that does not involve a grade and is Board approved.

### 3. ATHLETIC SEASON

In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of awards program for that sport for the Lowellville Local Schools. There are three athletic seasons: Fall, Winter, Spring.

### 4. RANDOM SELECTION

A system of selecting students for drug and alcohol testing in which each student shall have a fair and equitable chance of being selected each time selections are required.

### 5. ILLEGAL/ILLCIT DRUGS

Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer. Tests may also include Nicotine and Steroids.

### 6. ALCOHOL

Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term "alcoholic beverage" includes any liquid or substance, such as "near beer" which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use or b) an over-the-counter medicine.

## TYPES OF TESTING

### 1. TEAM TESTING

All eligible students will submit to urine and/or hair follicle drug and alcohol testing. The collection process will take place on school property or at a Board of Education approved testing facility. The Head Coach is responsible for ensuring that all student athletes and their parent/guardian/custodian properly sign the INFORMED CONSENT AGREEMENT prior to testing. Any student moving into the District shall be tested prior to the time he/she joins the team.

## 2. RANDOM TESTING

In-session random testing is done throughout the season. Lowellville Local Schools may have up to 20% of its eligible students tested per random selection. A student may be tested more than once per season and/or if there is reasonable suspicion of violation of the Drug Testing Policy. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

### a. Random selection of student athletes:

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

### b. Scheduling of random testing:

Random testing will be unannounced. The day and date will be selected by the *Designated Personnel* and confirmed with the building administrator. Random testing may be done at any time.

## 3. DRUGS FOR WHICH STUDENTS MAY BE TESTED:

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

## 4. COLLECTION PROCESS (Urine and/or hair follicle screens)

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

- All students be identified by the *Designated Personnel* or Principal. No exceptions will be allowed.
- Drug testing area must be secured during the testing.
- Only lab technicians, designated school administrator and students will be witness to the test.
- Privacy must be kept for all students.

The *Designated Personnel* is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until and proper identifications are completed.

When students arrive and cannot give a urine sample, they will need to start drinking water, pop or juice. After 36 oz. the human body will need to urinate.

No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.

Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.

Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.



Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.

Any and all adulterations of the specimen will be detected and considered the same as a test refusal or first time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)

Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives but have the same consequences. A retest will be required within 24 hours.

Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.

The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.

Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.

With a student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

Any student that tests positive will have to be tested weekly for the term of a six (6) week program with drug counseling at the expense of the student and or parent. Testing will be done by a reputable vendor/company that the school selects.

## 5. RESULTS OF A POSITIVE TEST

Any positive drug test results will be made known to authorized District Personnel and other District staff on a need-to-know basis. The Superintendent and/or building administrator who in turn will notify the parents/guardians/custodians and student. The student who is in violation of the District Drug/Alcohol Policy may be suspended for ten (10) days out-of-school. Within three (3) days or as soon as the investigation ends after suspension a recommendation for expulsion will be made by the building administrator. The suspension may be reduced and/or expunged provided the student enters an approved counseling program and no further violations occur (administrators discretion). NOTE: In addition to the scheduled conference for eligibility, the student, his/her parents and activity advisor or coach are notified of the suspension pending expulsion hearing for violation of the District Drug/Alcohol Policy.

6. IF A POSITIVE TEST OCCURS AND IT IS DETERMINED THAT THE VIOLATION DID NOT OCCUR ON SCHOOL PROPERTY, DURING SCHOOL HOURS AND/OR DURING A SCHOOL RELATED ACTIVITY THEN:

### **The First Violation**

For the first positive result, the student will be given the option of:

- A) The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for a chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor. The athlete will be denied participation for a minimum of 20% of the entire season. The parent/guardian/custodian and student will meet with the Athletic Director, the coach, and a building administrator to determine reinstatement. The student may be required, at the parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the current athletic season.

OR

- B) Denial of participation in interscholastic athletics for the remainder of the current season and for one calendar year.

### **The Second Violation**

The student is denied participation for one calendar year from the date of notification of the violation.

### **The Third Violation**

The student is permanently denied participation in all activities in the Lowellville Local Schools.

Violations are accumulative throughout the student's school career. (Grades 6-12)

## **7. SELF REFERRALS**

A student may give a once a year self referral, which may be done only twice in 4 years. Self referrals can only happen before a test is done. Counseling and additional testing are required and no other punitive action is taken.

**LOWELLVILLE LOCAL SCHOOL DISTRICT INFORMED CONSENT AGREEMENT**

STUDENT NAME \_\_\_\_\_

GRADE \_\_\_\_\_

**AS A STUDENT:**

- I understand and agree that participation in activities is a privilege that may be withdrawn for violations of the Lowellville Local Schools Drug Testing Policy.
- I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Drug Testing Policy.
- I understand that when I participate in any District approved program I will be subject to initial and random urine and/or hair follicle drug & alcohol testing, and if I refuse, I will not be allowed to practice or participate in any activities. I have read the informed consent agreement and agree to its terms.
- I understand this agreement is binding while I am a student in the Lowellville Local Schools system.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**AS A PARENT/GUARDIAN/CUSTODIAN:**

- I have read the Lowellville Local School District drug testing policy and understand the responsibilities of my son/daughter/ward as a participant in activities in the Lowellville Local School District.
- I pledge to promote healthy lifestyles for all students in the Lowellville Local School system.
- I understand that my son/daughter/ward, when participating in any athletic and/or curriculum related program, will be subject to initial and random urine and/or hair follicle drug and alcohol testing, and if he/she refuses, will not be allowed to practice or participate in any activities. I have read the informed Consent Agreement and agree to its terms.
- I understand this agreement is binding while my son/daughter/ward is a participant in athletics and/or curriculum related activities in the Lowellville Local School District.

\_\_\_\_\_  
PARENT/GUARDIAN/CUSTODIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT GUARDIAN/CUSTODIAN PRINTED NAME

\_\_\_\_\_  
WORK PHONE

## **INFORMED CONSENT AGREEMENT**

We hereby consent to allow the student named on the reverse side to undergo urinalysis and/or hair follicle testing for the presence of illicit drugs, alcohol, or banned substances in accordance with Policy and Procedures for Drug Testing of the Lowellville Local School District.

We understand that testing will be administered in accordance with the guidelines of the Lowellville Local School District Drug Testing Policy for students.

We understand that any urine and/or hair sample taken for drug testing will be tested only by a Board approved company.

We hereby give our consent to the company selected by the Lowellville Local School Board of Education, its employees, or agents, together with any company, hospital, or laboratory designated to perform urinalysis and/or hair follicle testing for the detection of drugs.

We further give our consent to the company selected by the Lowellville Local School Board of Education, its employees, or agents, to release all results of these tests to designated School District employees or agents. We understand that these results will also be available to us upon request.

I, the student, hereby authorize the release of the results of such testing to my parent/guardian/custodian.

We hereby release the Lowellville Local School Board or Education, its employees or agents from any legal responsibility or liability for the release of such information and records.

This will be deemed a consent pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, and the Ohio Revised Code 3319.321, for the release of the test results as authorized by the Informed Consent Agreement or as required by law.

We understand that if any portion of this Informed Consent Agreement and/or Policy is ruled to be illegal due to conflict with State or Federal law, the remainder of this Informed Consent Agreement and/or Policy shall remain in full force and effect.

## “ Opt In” Student Drug Testing Program

Great Lakes Biomedical is pleased to provide affordable access to student drug testing at the request of the parents or legal guardian. With our **Opt In** student drug testing program we allow students not currently involved with extracurricular activities, as requested by parents within our school districts, to participate in the district’s random student drug testing program. Results are 100% confidential and reporting goes directly to the parents.

### How the program works

- The parent/guardian can obtain our **Opt In** student drug testing consent within your district's office.
- Read and sign the Informed Consent Agreement. The student must also sign this agreement.
- Turn in the signed agreement and payment for the cost of the student drug testing. Identification of students may be required at the time of testing.
- Upon completion of the testing, the Medical Review Officer will finalize results and will notify the parent/guardian of any positive testing results. **Results will not be released to any other party without written consent of the parent/guardian.**
- If a positive test result occurs, the parent/ guardian may request counseling or follow up testing within the program.

Our **Opt In** program is available to any student who is enrolled within the district. Great Lakes Biomedical will not attempt to diagnose substance abuse problems. We only want to provide another tool to parents and guardians in making informed decision on what might need to be done to help their children.

### Opt In Student Drug Testing Consent

STUDENT NAME \_\_\_\_\_

GRADE \_\_\_\_\_

#### AS A STUDENT:

I understand that I may be drug tested with my parent's consent under the Opt In student drug testing program.

I understand this agreement is binding while I am a student in the school system.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

#### AS A PARENT/GUARDIAN/CUSTODIAN:

I understand that by signing this consent I will allow the school district to perform drug and/or alcohol testing on my son or daughter, the results of which will be released to me and only me.

\_\_\_\_\_  
PARENT/GUARDIAN/CUSTODIAN SIGNUATRE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT GUARDIAN/CUSTODIAN PRINTED NAME, PHONE, ADDRESS

**BRING YOUR OWN TECHNOLOGY POLICY**  
**B.Y.O.T. Student Guidelines**

1. Students may bring personal technological devices to school if they choose. The school is not responsible or liable for lost, stolen, or damaged devices nor are they responsible for charges incurred by students on their personal technological devices.
  - a. Personal technological devices includes, but is not limited to; iPads, laptops, smartphones, tablet devices, iPods, electronic readers (i.e. Nook, Kindles, etc.), MP3 players, etc.
  - b. No gaming systems may be brought to school (i.e. Wii, X-box, etc.).
  - c. Charges incurred by students for downloading apps, or for use of a personal data plan is the sole responsibility of the student and/or the parents/guardians of the student.
2. Students must connect their personal technological devices to the school's wireless network for internet connectivity. This wireless connection (WiFi) allows for filtered internet access only. Access to the school's wireless network is provided to students at no cost and does not use an individual's data plan minutes.
  - a. Under no circumstance should students connect to a wireless network that is not provided by the school district (i.e. 3G, 4G, LTE network).
  - b. Students are strictly prohibited from using a personal data plan to access the internet during the school day. Each student/student's guardian is responsible for any and all charges that are incurred by usage at any time.
  - c. The school district does not guarantee that every personal technological device will connect to the district's wireless network. Limited technical support will be provided by the district.
3. Students must register their personal technological device with their homeroom teacher before they are granted permission to access the school district's wireless network.
4. Students are permitted to use personal technological devices during specified class time, with teacher permission, and for educational purposes only. Teachers will determine when the use of personal technology is appropriate for use in their classroom.
5. Students are permitted to use personal technological devices during workshop/study hall time, at teacher discretion, and for educational purposes only.
6. Students are NOT permitted to use personal technological devices at the following times, or in the following locations; bus-call, during 'tech-free time' in individual teacher classrooms, during any state testing, stairwells, elevators, locker rooms, gymnasium, restrooms, and detention room. Additions/revisions to this list may occur during the school year, should the need arise.
7. Students must keep their personal technological devices on MUTE. Phone calls and text messages should not interrupt classroom instruction, are not appropriate, and will not be accepted. Any message that needs to be delivered to a student by a parent/guardian/family member must go through the school office – no exceptions. Do not text/call your child during the school day – this is a disruption to the instruction taking place in the classroom.
8. Students who do not own, or are not permitted to bring their own technological devices to school will not be excluded from educational activities within the classroom. The school district owns technological devices that students may use during the school day, at teacher discretion.

9. Students are responsible for maintaining and supporting their own devices. District employees are not permitted to assist students by attempting to fix a broken technological device. District employees may provide students with resources that would enable the students to repair their own devices.
10. Students are not to charge their devices at school throughout the school day. All electronic devices should be fully charged prior to the school day.
11. Students are not permitted to 'share' personal technological devices with other students. Only the owner of a device has the right to use the device in the school setting. The owner of the device is responsible for the device at ALL TIMES.
12. Outside of a teacher-approved class project or assignment, students may NOT take photographs or video of themselves, other students, or any district employee. This is highly inappropriate, and will not be tolerated. Any student who is guilty of taking photos or video will face disciplinary action, including the loss of B.Y.O.T. privileges.
13. Students may NOT use social media on their personal technological device during the school day. Social media includes, but is not limited to the following; Facebook, Twitter, Facetime, MySpace, Instagram, SnapChat etc. The wireless network provided by the school district uses a filter that does not permit access to these types of websites. If a student is caught on one of these websites, the student is automatically guilty of using a wireless network that is not supported by the school district (i.e. 3G network), and disciplinary action will be taken (including the loss of B.Y.O.T. privileges).
14. Student participation in B.Y.O.T. is a privilege which can be lost for irresponsible use and may include disciplinary action; if warranted. In order to prevent violations, the students will continue to be educated about the responsible and ethical use of technology.
15. All technology MUST remain on the top of the student desk or table during the period regardless if the device is in use or not. Students MUST immediately show their teacher what they are doing on their personal technological device if requested to do so. The consequence for not showing a teacher a device immediately upon request is considered to be a violation of the B.Y.O.T. Refusal to show a teacher a device immediately when asked to do so automatically results in the loss of B.Y.O.T. privileges for an entire school year.
16. Students who lose B.Y.O.T. privileges may be supplied with school district owned technology for specific instructional purposes, at teacher discretion.

\*Administrative discretion will be used for any issue that arises which is not covered under these guidelines, and discipline will be determined on a case by case basis.

**B.Y.O.T. Consequences for Misconduct  
for Technology Use during the School Day**

1. **“One & Done” – Refusal to Show Teacher a Device:** Teachers monitor student usage of all technological devices. When asked to show a teacher the screen of a technological device, students must immediately do so in order to prove that the device is being used appropriately.
  - a. Refusal to show a teacher a device immediately upon request will result in the loss of B.Y.O.T. privileges for an entire school year.
  - b. Students and parents/guardians agree to this course of action when they sign the B.Y.O.T. registration forms.
  
2. **Theft of a Device**
  - a. 1<sup>st</sup> offense – 1 day of out-of-school suspension, possible loss of all B.Y.O.T. privileges and police involvement.
  - b. 2<sup>nd</sup> offense – 3 days of out-of-school suspension and loss of all B.Y.O.T. privileges for 1 year, and police involvement.
  - c. 3<sup>rd</sup> offense – 10 days of out-of-school suspension pending an expulsion hearing, loss of all B.Y.O.T. privileges for 1 year, and police involvement.
  
3. **Cheating via the use of personal technological devices:** Any student who *sends* any information to other students regarding classroom assessments (i.e. tests, quizzes, etc.) on their personal technological device will face the following consequences.
  - a. 1<sup>st</sup> offense – student receives a ‘zero’ for the assignment, after-school detention, loss of B.Y.O.T. privileges for 1 month.
  - b. 2<sup>nd</sup> offense – student receives a ‘zero’ for the assignment, loss of B.Y.O.T. privileges for 1 year.
  - c. Any student who *receives* unsolicited information regarding classroom assessments (i.e. tests, quizzes, etc.) on their personal technological device **MUST** immediately inform their teacher in order to avoid the consequences listed above. If the student does not report that cheating has occurred, they too are guilty of cheating and face the consequences listed above.
  
4. **Photo-taking, Cyberbaiting, Cyberbullying, and Gaming (defined below):**
  - a. There is absolutely no tolerance for photo-taking, cyberbaiting, cyberbullying, and gaming.
  - b. Outside of a teacher-approved assignment or project, students who are caught taking photos of themselves, other students, or district employees will immediately lose B.Y.O.T. privileges for the remainder of the school year. Additional consequences may apply, per the discretion of the building administrator.
  - c. Students who post photos of other students or district employees on social media websites before, during, or after school hours and are turned in to their building administrator will immediately lose B.Y.O.T. privileges for the remainder of the school year. Additional consequences may apply, per the discretion of the building administrator.
  - d. Students using technology for gaming purposes that are **NOT** educational will lose B.Y.O.T. privileges. Games/Apps that are educationally appropriate are permissible, but may only be accessed when teacher approval is given (i.e. workshop/study hall, etc.). Students are to follow teacher guidelines.



**What is Cyberbullying?**- Cyberbullying is a form of bullying that takes place using electronic technology. Examples of cyberbullying include mean/inappropriate text messages, emails, or rumors sent or posted on social networking sites, and/or embarrassing pictures, videos, websites, or fake profiles.

**What is Cyberbaiting?** - Cyberbaiting is a type of cyberbullying. Students taunt their teachers to the point of an outburst and then they capture the teacher’s reaction with a phone, iPad, etc. and post the video online for everyone to see.

5. **Texting**

- a. 1st offense: loss of B.Y.O.T. privileges for 1 week, & parent must pick up device from office.
- b. 2<sup>nd</sup> offense: loss of B.Y.O.T. privileges for 1 month, & parent must pick up device from office.
- c. 3rd offense: loss of B.Y.O.T. privileges for 1 year, & parent must pick up device from office.

6. Any student found to be violating the B.Y.O.T. guidelines may face disciplinary action outlined within the B.Y.O.T. consequences for misconduct, or within the Lowellville Local School District Code of Conduct. Administrators have the sole discretion to discipline a student accordingly.

**Classroom Management**

- 1. **Technology “parking lot”** – each teacher must designate a technology ‘parking lot’ in their classroom. This parking lot is the location for where to put devices when they are not in use during class. Examples of parking lots include the top left corner of each student desk, or on the floor underneath each student desk.
- 2. **“Tech-free time”** – This phrase needs to become common amongst students and faculty members. When teachers state that class time is “tech-free time,” students are not permitted to use their devices – no questions asked. Tech-free time includes, but is not limited to, testing sessions, quizzes, student presentation (i.e. oral reports), etc.
- 3. **“I found a device in my classroom”** – if a teacher finds a device in their classroom at the end of a class period, or at the end of the day, they must take the item to the office and report the incident to either the building administrator or the secretary. The device will be held in the office until a student claims it. Since the student’s device must be registered with their homeroom teacher (by serial number), verification of ownership can be determined when needed.
- 4. **If a student says, “I forgot my device at home”** – Students are not to be sent to the office to use the phone for this reason, nor should they call home during the school day to make this request.
- 5. **“My batteries are dead”** – the school district is not responsible for maintaining the charge of any student’s personal technological device.
- 6. Suggestion – students are to keep their device flat on the desk when in use in the classroom, unless a project or assignment requires the device to be picked up, etc.

***The Principal has the authority and responsibility to make a decision on any unforeseen situations or incidents not covered by this handbook or Code of Conduct. The Superintendent shall be informed and, if necessary, appropriate action to amend this handbook shall follow with Board of Education approval.***