

Leipsic Jr./Sr. High School
232 Oak Street
Leipsic, Ohio 45856
Phone: (419) 943-2165 Fax: (419) 943-2185

School Website

<http://www.lp.noacsc.org>

Leipsic's Mission Statement

The mission of Leipsic Local Schools, in partnership with parents, students, staff and the total community, is to create a positive learning environment. Our partnership, centered upon high expectations and mutual respect, will provide a diversity of proven curriculum and innovative instructional practices to stimulate, challenge, and assist all students in the fullest development of their unique abilities and talents as citizens.

Leipsic's Vision Statement

Building tomorrow by achieving today.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Table of Contents

Academics.....	6
Add-on G.P.A. Points.....	6
Administration.....	4
Advertising Outside Activities.....	18
Appeals.....	31
Athletic Contest.....	15
Attendance/Truancy.....	9-11
Auditeria.....	14
Bell Schedule.....	5
Bus Regulations.....	24, 39
Book Bags.....	31
Cars and Parking.....	13
Cellular Phones and Electronic Devices.....	27
Class Officers 2010-2011.....	42
Code of Conduct.....	18-29
College Visitation Days.....	9
Computer Policy.....	16
Credit Flexibility.....	17
Credit Recovery.....	38
Dances.....	15
Due Process Rights.....	31
Dress Code Policy.....	26-27
Drills.....	39
Early Graduation.....	17
Educational Options.....	17
Eighteen Year Old Students.....	33
Emergency Medical Authorization.....	35
Enrollment of a Student.....	34
Equal Education Opportunity.....	5
Excessive Absences.....	10
Excused Absences.....	9
Expulsion Process.....	30
Family Vacation.....	9
Fees and Fines.....	37
Field Trips (Seniors).....	33
Fire and Tornado Drills.....	39
Foreword.....	4
Gang Policy.....	18-28
Grade Classification.....	16

Grading Scale.....	7
Graduation.....	16
Hallways.....	14
Harassment.....	20
Homeless Students.....	33
Illness During School Day.....	8
Immunizations.....	36
Incompletes.....	7
Leipic Alma Matter.....	41
Lockers.....	13
Medications at School.....	36
Methods of Discipline.....	29-30
Philosophy of Discipline.....	18
Post-Secondary Option.....	41
Pre-Arranged Absence.....	7
Pregnant Students.....	32
Prom.....	15
Release of Information.....	12
Report Cards.....	6
Residence.....	33
Scheduling/Schedule Changes.....	34
School Board Members.....	4
Search & Seizure.....	12
Semester Exams.....	6
Semester Grading.....	6
Senior Projects.....	16
Sign Out Policy.....	44
Student Aide Policy.....	40
Student Expectations.....	5
Student with Disabilities.....	11
Study Hall Procedures.....	14
Summer School.....	38
Tardiness.....	8
Unexcused Absences.....	10
Viking Fight Song.....	41
Visitors.....	17
Weather/Emergency Announcement Stations.....	41
Withdrawal/Transfer.....	35
Zero Tolerance Statement.....	18

Welcome to Leipsic Jr./Sr. High School

This handbook is designed to provide you with the procedures, policies, rules, and regulations of Leipsic Jr./Sr. High School. To ensure we are providing a safe and productive learning environment for students and staff, the administration has updated the Student/Parent Handbook to explain rights, responsibilities, and consequences for actions. It is extremely vital that you read this handbook to familiarize yourself with it to help assure your time at Leipsic is productive and rewarding. If you have any questions, please contact the building principal.

Board of Education

Mr. Brad Schroeder, President
Mrs. Marilyn Knueven
Mr. Tim Nadler, Vice President
Mr. Sam Walther
Mr. John Schortgen

Mr. David Miller, Treasurer of the Board of Education

Administration

Mrs. Alice (Abby) Dewar, Superintendent
Mr. Michael Bute, Principal

Guidance Counselor

Mr. John Boyd

Foreword

This student handbook was developed to answer many of the commonly asked questions that you or your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep in Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook reflects the current status of the Board's policies and the School's rules as of school year 2010-2011. Copies of the Board policies and administrative guidelines are available on the District'

Equal Education Opportunity:

This District provides an equal educational opportunity for all students.

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District’s Compliance Officer:

Mrs. Alice Dewar, Superintendent
419-943-2165

Complaints will be investigated in accordance with the procedures described in the Board of Education Policy. Any student making a complaint or participating in a school investigation will be protected from retaliation. The compliance officer can provide additional information concerning equal access to educational opportunity.

Daily Bell Schedule

	High School	Middle School
		H.R. 8:10 - 8:15
1 st Period	8:10 – 9:02	8:15 – 9:05
2 nd Period	9:05 – 9:55	9:05 – 9:55
3 rd Period	9:58 – 10:38	9:55 – 10:45
4 th Period	10:41 – 11:21	10:45-11:35
5 th Period	11:21 – 11:51	11:35-12:05
6 th Period	11:54 – 12:44	12:05-12:45
7 th Period	12:47 – 1:37	12:47-1:37
8 th Period	1:40 – 2:20	1:40-2:20
9 th Period	2:23 – 3:03	2:23 - 3:03

(Note: All students are expected to remain in school for the duration of the each school day.)

Student Expectations

The rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow these rules and procedures, or there will be consequences for his/her actions.

The students attending Leipsic School will receive a quality education. We are providing the students with many excellent opportunities to prepare them to be successful in our global society. The teachers will work collaboratively with the parents to help support the student's learning abilities and help the student accomplish his/her educational goals. This collaborative action must be a two-way link in order for it to be successful.

Report Cards

Leipsic Jr./Sr. High School will operate on a 9-week report card system. Midterms and Report Cards for 1st, 2nd, 3rd, and 4th nine weeks will be available on Progress Book. Report cards will no longer be mailed home. If you do not have access to the internet, please contact the high school office and we will print a report for you.

Semester Examinations

All teachers are expected to administer a semester exam to students in all classes. There will be no homeroom for the junior high students on those days. All students are expected to remain in school for the duration of the school day.

Semester Grading

A semester grade is composed of two 9-week grades and a final exam grade. Each 9-week grade will count for 40% of the semester grade, while the semester exam will count for 20% of the semester grade. The computation is as follows:

$$[(1^{\text{st}} \text{ 9-week grade} \times 2) + (2^{\text{nd}} \text{ 9-week grade} \times 2) + (\text{Exam grade})] / 5 = \text{Semester average}$$

Regular G.P.A. Scale		Add-On G.P.A Scale	
A	4.00	A	4.125
A-	3.75	A-	3.8675
B+	3.25	B+	3.3625
B	3.0	B	3.102
B-	2.75	B-	2.8500
C+	2.25	C+	2.3499
C	2.00	C	2.0987
C-	1.75	C-	1.8477

D+	1.25	D+	1.25
D	1.00	D	1.00
D-	0.75	D-	0.75
F	0	F	0

*** If a semester is failed, the student must repeat the semester to earn credit.**

*If a student earns an **INCOMPLETE**, he/she will have five (5) days to complete the missing work or the grade will be changed to an F.

***If you have more than 5 unexcused absences in a semester, you will earn an F for the semester.**

Grading Scale

A	97 – 100
A-	94 – 96
B+	91 - 93
B	87 – 90
B-	84 – 86
C+	81 – 83
C	77 – 80
C-	74 – 76
D+	71 – 73
D	67 – 70
D-	64 – 66

Pre-Arranged Absences

Pre-arranged absences are permitted for medical appointments, college visitation, or family vacations. Parents who wish to take students out of school must receive approval at least two days in advance and a pre-arranged form with the parental note must be on file in the high school office. Only five days will be excused during the school year. ***This is the only exception to the 3-day excused absence rule by parental note or parental phone call .***

All college visitation days must be taken before May 1. Failure to follow the correct procedure may result in the absence being classified as unexcused.

Absences for Religious Observances

Students shall be excused from school when they cannot attend classes due to the observance of a religious holiday. The parent/guardian shall notify the Principal's Office two days prior to the date of any intended absence that is due to religious observance. These absences will be considered excused and will not count towards the excessive attendance rule discussed elsewhere in the handbook.

Illness during the School Day

A student who becomes ill at any time during the school day needs to obtain a pass from his/her classroom teacher prior to going to the office. A student must have parental or guardian permission to leave the building.

Tardies (Per Nine Weeks)

To School: Being punctual and reliable is important in any job you may have. Learning is a student's "job" so the student is expected to be punctual. A student arriving late to school must report to the office for a pass to enter his/her classroom. A student is considered to be tardy until 8:45a.m; absences after 8:45a.m. will be counted as ½ day absence. Tardies will be counted towards an unexcused absence when looking at truancy issues.

Earning his/her **THIRD** tardy to school in one nine weeks, the student will earn an hour detention to be served in the office.

Earning his/her **FOURTH** tardy to school in one nine weeks, the student will earn a Friday School.

Earning his/her **Fifth** tardy and every one thereafter in one nine weeks, the student will earn an in-school suspension or an out of school suspension.

To Class: Students have three minutes between classes. This is ample time to move from one class to the next. Teachers will take ownership of tardies to their classes. The following will be the procedure the teachers will follow:

1st offense:	Verbal Warning*
2nd offense:	Detention*
3rd offense:	Friday School
4th offense:	In-School Suspension

5th offense: Out-of-School Suspension

*Disciplinary consequences administered by classroom teacher.

Absences (Excused or Unexcused)

Excused absence by State Law: *Personal illness* (the approving authority may require the certificate of a physician), *Family illness, Quarantine of the home* (the absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials), *Death of a close relative* (the absence arising from this condition is limited to a period of three (3) days unless the child may show a reasonable cause for a longer absence), *Observance of religious holidays* (any child of any religious faith shall be excused if the absence was for the purpose of observing a religious holiday consistent with his/her creed of belief. Students will need to complete a pre-arranged absence form at least two days before the religious holiday), *Emergency or set of circumstances* (judgment the high school principal constitutes a good and sufficient cause for absence from school).

Excused absence by school policy: The school attempts to cooperate with parents when conditions are beyond their control. For example- doctor, dentist appointments, court appearances, family vacations, and the following that are within the **12-day limit for the school year:**

1. Doctor's appointments- a student will be excused to keep a doctor's appointment **provided the student presents the office with a written slip from the doctor's office either before the student's leaves or upon his/her return to school after the appointment.** The slip must be presented to the office within 48 hours of the students return to school. If no slip is provided, the student will be marked unexcused.
2. Parents on vacation-students who go on vacation with one or both parents during the school year will be excused for a maximum of 5 days. **These students should contact and complete the necessary paperwork PRIOR to leaving.** All assignments are due on the day the student returns to school.
3. College visits- seniors are allowed two (2) days for college visitations provided they obtain a pre-arranged absence form from the guidance counselor at least one (1) school day prior to the visit. The pre-arranged form will be taken around to his/her classroom teachers for their signatures and returned before the visitation absence. Juniors are allowed one (1)

college visitation day with the same procedures as stated above.

4. Driver license examinations- only an half (1/2) day will be excused.
5. Job interviews-must meet the following criteria:
 - a. Prior approval from the office
 - b. Written verification of the interview or testing which can occur during the school day. No more than half (1/2) day will be excused.
6. Hunting- should be done with a family member. A pre-arranged form must be approved by the principal at least one day prior to absence. A hunting day will be counted as a VACATION day.
7. Athletic Tournaments- students that are participants in our Athletic programs will be considered absent-but excused- and will not count against them.
8. Farming for family farm operation or approved by principal.

Unexcused Absences: All other absences except those listed above will be considered **unexcused (car trouble, overslept, babysitting, etc.)**. An unexcused absence means the student will not receive credit for missed class time or assignments for the period of unexcused absence. The school administration has the right to determine whether an absence is excused or not.

Excessive Absences Per Nine-Weeks (Excused or Unexcused):

Students will be issued an excused absence for a total of **3 days with a parental note/parental phone call in one 9-week grading period.**

1. The **4th** absence and each one thereafter during a 9-week grading period will be considered an unexcused absence unless a medical note is provided to the office.
2. When a student has **3** days of **unexcused absence** a letter of concern will be sent to the parents/guardian about his/her attendance. A copy of this letter will be sent to the County Attendance Officer, which may result in a home visit or phone call from this officer.
3. **Four (4)** days in a row of unexcused absence-**warning letter** from the County Attendance Officer and possible home visit.
4. **Five (5)** days absence (**not necessarily in a row**) –warning letter from the County Attendance Officer and a home visit.

5. **Five (5) days in a row or seven (7) days** of unexcused absence in a month including tardies or 12 days in a year:
Filing of complaint with Juvenile Court.

Note: Out-of-School Suspensions are unexcused absences, but they will not be considered for truancy issues.

Note: Fail the Semester: When a student has earned his/her 6th unexcused absence (doesn't include tardies) in a semester, he/she will fail the semester.

Truancy

Students will be considered truant if they are absent from any portion of the school day without parental/guardian approval. If a student's truancy is for three or more periods, he/she will be penalized the same as an entire day truancy. Discipline will be determined by the administration.

Habitual or Chronic Truancy

A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one school year.

A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.

If a student is habitually or chronically truant and the student's parent/guardian fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State Law and School Board Policy 5200.

If a student under the age of 18, has 10 or more consecutive or 15 total days of unexcused absence during a semester, he/she will be considered habitually absent and will be reported to the Judge of the Juvenile Court and the bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence

Student Information

Students with Disabilities:

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a

disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

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

The District has the specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study program to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

Release of Information:

Information may be released without parental consent, in an emergency to appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The parents will be notified as soon as possible of the information released, the date of the release, person, agency, or organization that received the information, and purpose of the release.

The record custodian of a school shall transfer the records of a student to another school in which the student has enrolled or intends to enroll upon the request of the record custodian of the other school.

Search and Seizure:

The U.S. Supreme Court decision in the case of New Jersey versus T.L.O. on January 15, 1985, stated that school administrators have the right to search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Student lockers are the property of the district and student have no reasonable expectation of privacy in their contents or in the contents of other district property including desks and other containers. School authorities may conduct random searches of

the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Students have NO reasonable expectation of privacy in their actions in public areas including but not limited to common areas, hallways, cafeterias, classrooms, and gymnasiums. The district may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The school reserves the right not to return the items that were confiscated.

Lockers:

The lockers are assigned to each student for use and convenience. Students are not permitted to change lockers on their own accord. Only the high school office may change a locker assignment.

It is important for you to understand the school accepts no responsibility or liability for items lost or stolen from lockers or other areas. The students will be issued a school lock as they enter 7th grade or to new students. The cost of the lock will be billed with student book fees. The same lock should be used throughout his/her time at Leipsic. If the students loses his/her lock, he/she will be required to purchase a new lock from the high school office.

Private Vehicle:

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent/guardian using Form 8660 F2-Parental consent for transportation by private vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

Student driving privileges to school:

Driving to school is a privilege, which can be revoked at any time. Students are provided the opportunity to ride the school transportation to school each day and are encouraged to do so. Students and their

parents assume full responsibility and liability for any transportation to and from school not officially provided by the school.

Guidelines for driving privilege:

The students and their parents must complete the student vehicle form 5515 F1- Application to drive vehicles on school property and provide evidence of: driver's license, proof of insurance, and vehicle registration.

The students will purchase a parking permit after applying for his/her driving privileges. This permit (\$3.00) will be purchased in the high school office. If the student's driving privileges are suspended, the permit monies will not be refunded. The parking permit must be displayed in the lower left front window.

Students driving to school must utilize the assigned student parking lots. Students must drive responsibly and abide by all school policies.

Any violation may result in the revocation of the student's driving privileges. Any student parked on school property without a parking permit is subject to towing or police citation.

Hallways:

Students are not to be in the hallways without a **signed agenda book** during class time. Loitering in the halls or at lockers is not permitted. Hallways are closed during lunch periods. No food or drink is permitted outside the auditoria.

Study Hall:

Study halls are a study time for assigned students. The students may work on assignments, read appropriate books or magazines, or other publications. They will not use this time to disturb other students or lay your head down.

Auditeria:

Leipsic Local School is a closed campus; therefore students will either bring a sack lunch to school or purchase a lunch from the cafeteria. Students are not permitted to order lunch our or have parents deliver catered lunches from restaurants. The auditeria uses a computerized payment system, so parents will need to make sure their child has

monies on his/her food account. Students will not be allowed to purchase ala carte food items if they have a negative dollar balance on their account. No food or drink will be taken out of the auditoria; student must throw away any food or drink before leaving this area.

Applications for the School's free and reduced priced meal program will be distributed to all students. If a student does not receive an application form and believes he/she is eligible, please contact the high school office at (419) 943- 2165 ext. 1302.

Dances:

School-sponsored dances are for Leipsic students. A Leipsic student can invite one visitor per dance. In order to sign up a visitor, a student must complete a visitor request form. This form can be picked up in the high school office, and it must be returned to the high school office by the assigned deadline (NO EXCEPTIONS). Students need to be reminded that school dances are a privilege and not a right. All school rules, regulations, and procedures of student code of conduct are applicable. Any student who is serving an in-school suspension or an out-of-school suspension will not be allowed to attend the dance. Administration reserves the right to exclude any visitor they deem a detriment to the efficient implementation of the dance. Any student attending a school dance must be at least a high school student and not 21 years of age or older.

Prom:

Attending prom is a privilege that is afforded to the students who have been accountable throughout the school year. Students will not be allowed to invite a guest who is 21 or older. In addition, students will not be allowed to attend the prom if one or more of the following conditions apply at the time of the prom:

1. The student is suspended out-of-school and/or is assigned to Friday School on five or more occasions.
2. The student has dropped out during the school year.
3. Forms must be completed and turned in by the due date.

Athletic Contests:

All students are expected to behave appropriately when attending an athletic contest. It is your privilege to attend the athletic events, not your right. Students will demonstrate good sportsmanship for the visiting team members/supporters and officials at all times. Any

student demonstrating behavior deemed unsportsmanlike (determined by administration) will be addressed by the athletic director/administration. Consequences will occur if deemed appropriate by the administration.

Computer/Internet Use:

Leipsic High School students have the privilege of using computers and accessing the internet to facilitate educational growth. This educational growth will include improving technology skills, information gathering skills, and effective communication skills. This is a conditional privilege and prior to use, students must sign the LHS Acceptable Use Policy form. Any student who is found in violation of this policy may have his/her computer or internet privileges suspended or canceled.

Grade Classification:

Leipsic High School has established a grade classification policy. Guidelines are as follows:

Sophomore 3rd semester of attendance and 5.25 credits

Junior 5th semester of attendance and 10.50 credits

Senior 7th semester of attendance and 15.75 credits

*This policy has been implemented to inform the students what they must earn to progress towards graduation.

Graduation:

In order to graduate from Leipsic High School, student must meet all the graduation requirements as set by the Ohio State Board of Education and Leipsic School Board of Education. The requirements for each graduating class are listed in the curriculum handbook.

Only the students who have completed all the graduation requirements prior to the commencement ceremony will be allowed to participate in the ceremony. **As a part of the graduation requirements, all seniors must successfully complete a *senior project*. If a student doesn't complete all parts of the senior project, he/she will not be eligible to graduate. All fines/fees must be paid to participate in graduation**

ceremony. Participating in the graduation ceremony is a privilege and not a right.

Early Graduation:

Leipsic High School permits early graduation. The Board of Education acknowledges that some students seek to pursue educational goals that include graduation from high school at an earlier date than their designated class.

A student who completes the requirements for early high school graduation may participate in the graduation ceremonies with his/her designated class or the class graduating in the year in which s/he completes the District's requirements for high school graduation.

Educational Options

Leipsic Local provides alternative means by which a student's can achieve the goals of the District, as well as his/her personal educational goals.

The following are the approved Educational Options for this school year:

Post-Secondary Enrollment Option (PSEO)

Dual Enrollment (DE)

Credit Flexibility

Advance Placement (AP)

College Tech Prep

High School of Business

*The descriptions of the approved Educational Options are available in the Guidance Office.

Visitors:

Visitors must report to the office upon entering the school building to sign in and obtain a pass. Any visitor found in the building without signing in shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she will need to call for an appointment prior to coming to the school. This will allow us to schedule a mutually convenient meeting time for all parties involved.

Students are not permitted to bring visitors to school unless prior written permission is given by principal.

Advertising Outside Activities:

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will attempt to respond to a request for approval within one (1) school day of its receipt.

Philosophy of Discipline

Leipsic Jr./Sr. High School, as an educational institution, has an obligation to provide a safe environment where all students can receive a quality education. In order for Leipsic to provide a safe environment for the students to earn a quality education, students must understand Accountability. This involves the students taking responsibility for their actions, whether good or bad. The students will be informed of the rules, regulation, and procedures so they can take responsibility for their actions.

In the real-world, there are consequences (good or bad) for one's actions; they need to learn that now. **It is the school's right to determine the appropriate level of discipline.**

Discipline Code:

Leipsic Local Schools has a ZERO TOLERANCE perspective. No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

At Leipsic Jr. / Sr. High School, all students are required to behave in a socially and legally acceptable manner at all times. Violations will result in disciplinary actions. The Leipsic Police and/or other law enforcement agencies may be called when a student has violated a law which governs the citizens of Leipsic or is considered insubordinate and unruly.

Each behavior and/or types of misconduct described below will subject the student to disciplinary action, including, but not limited to, **student conference, parent/guardian conference, detention, Friday school, in-school suspension, out-of-school suspension and/or expulsion from school.** Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

Leipsic's primary focus is providing a safe environment conducive to learning and the stated disciplinary action be enforced against those who would prevent or destroy such an environment.

The following types of conduct are **PROHIBITED** by this Code of Regulations:

1. **Use of profane, indecent, or obscene language including underground newspapers:** either verbally or in writing toward any student, teacher, administrator, or any other person. In case of an employee, this will be enforced off school property as well as on school property. Included in this prohibition would be the possession of obscene pictures, use obscene gestures, or use of gang related gestures.
1st offense: Detention, Friday School, in-school suspension
2nd offense: Friday School, in-school suspension
3rd offense: 1 - 3 days out-of-school suspension or in-school suspension.
4th offense: 10 days out-of-school suspension or in-school suspension.
5th offense: 10 days out-of-school suspension with recommendation expulsion or alternative school or in-school suspension.
2. **Insubordination/disrespect:** *Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.* Students will not show any sign of disrespect toward any school employee either on or off school property. This includes failure to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, and/or authorized personnel. Teachers are authorized to make rules that apply in their areas of instruction and supervision, which will aid in efficient operation. The student will promptly act upon a request or directive made by a teacher.
1st offense: Conference with student and/or detention, Friday In-school suspension, out-of-school suspension
2nd offense: Friday school, in-school suspension, out-of-school suspension
3rd offense: 1-3 days out-of-school suspension or in-school suspension.
4th offense: 4-5 days out-of-school suspension or in-school suspension.

5th offense: 10 days out-of-school suspension or in-school suspension or alternative school.

6th offense: 10 days out-of-school suspension with recommendation of expulsion

3. **Horseplay, immature acts** such as disrupting class, lunchtime or school events either verbally or physically by pushing, running, tripping in the halls, throwing erasers, pencils, pens, coins, or similar offenses which may result in injury to others.

1st offense: Conference with student and/ or detention, Friday school, in-school suspension.

2nd offense: Friday School, in-school suspension

3rd offense: 1-3 days out-of-school suspension/ in-school suspension.

4th offense: 5 days out-of-school suspension or alternative school or in-school suspension.

4. **Violation of law, theft, or knowingly receiving or possessing stolen property: Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials.** This shall include actions that damage or actions that have potential to damage employees' property on and off school grounds any time of the day or night. Students and their parents (guardians) will be held financially responsible for the vandalism that the student commits on school property. Court action may be taken if deemed necessary.

1st offense: 1-3 days out-of-school suspension or in-school suspension.

2nd offense: 4-5 days out-of-suspension or in-school suspension.

3rd offense: 10 days out-of-school suspension with recommendation of expulsion or alternative school.

***Any actions exhibited towards a staff member will not be tolerated. The maximum discipline will be used.**

5. **Threatening, intimidating, fighting, abusive behavior, physically assaulting another student, dating violence.** This includes causing or attempting to cause physical injury or harm to any student. This shall include verbal harassment, bullying, physical harassment, sexual harassment, and/or harassing gestures. Students will not cause disruption or obstruction to the normal school day or any school related function by the use of violence, force, or coercion. Dating violence is a pattern of behavior where a person uses or

threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. (This includes Bullying Behavior)

1st offense: Friday school, out-of-school suspension or alternative school or suspension with recommendation of expulsion.

2nd offense: 3-10 days out-of-school suspension and/or suspension with recommendation of expulsion.

3rd offense: 10 days out-of school suspension with recommendation of expulsion.

6. Refusing to take detention or other properly administered discipline.

1st offense: Friday school, in-school suspension, or out-of-school suspension

2nd offense: 1-2 days out-of-school suspension or in-school suspension

3rd offense: 2-3 days out-of-school suspension or in-school suspension

4th offense: 10 days out-of-school suspension or in-school suspension

5th offense: 10 days out-of-school suspension with recommendation of expulsion.

7. Leaving school without permission or following proper sign out procedures through the high school office. This also includes skipping class.

1st offense: Friday school or in-school suspension

2nd offense: 1-2 days out-of-school suspension or in-school suspension

3rd offense: 2-3 days out-of-school suspension or in-school suspension

4th offense: 10 days out-of-school suspension or in-school suspension

5th offense: 10 days out-of-school suspension with recommendation of expulsion.

8. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.

1st offense: Student asked to leave the area

2nd offense: Detention assigned

3rd offense: Friday school assigned

- 4th offense:** 3 days out-of-school suspension
5th offense: 10 days out-of-school suspension

9. **Forging, falsifying of information given to school authorities in the legitimate pursuit of their jobs.** The act of falsely using in writing, the name of another person or falsifying times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school. (Forgery of school or school-related documents).

- 1st offense:** Friday school or in-school suspension
2nd offense: 1-2 days out-of-school suspension or in-school suspension.
3rd offense: 2-3 days out-of-school suspension or in-school suspension.
4th offense: 5-10 days out-of-school suspension/ in-school suspension.
5th offense: 10 days out-of-school suspension with recommendation of expulsion.

10. **Use and/or possession of a firearm.** Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school sponsored activity, competition, program, or event, regardless of where it occurs, will result:

Consequence: Mandatory one (1) year expulsion under Ohio law.

11. **Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired and indicating they are in possession of such an object and that it is a firearm or knowing displaying or brandishing the object and indicating it is a firearm.** Dangerous weapons are prohibited on school premises. 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; any firearm muffler or firearm silencer; or any destructive device.

1st offense: 10 days suspension with recommendation of expulsion for the period of one (1) calendar year

12. **Students are also prohibited from bringing knives** on school property, in a school vehicle or to any school sponsored activity. The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, a school administrator may expel the

student from school, with implications as noted above. (Intent will be considered).

1st offense: Up to a 10 days suspension or alternative school or recommendation for expulsion for a period of one calendar year.

13. **Knowledge of dangerous weapons or threats of violence:** The Board of Education believes their students, staff members, and visitors are entitled to function in a safe school environment. Students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline. The discipline will be left to the discretion of the principal.

14. **Fireworks or explosives,** unauthorized possession, use or threatened use of any fireworks, explosives and instruments capable of inflicting physical or bodily harm. This also includes stink bombs, smoke bombs, matches, lighters, squirt guns and/or other similar items on school grounds.

1st offense: 5-10 days out-of-school suspension or in-school suspension.

2nd offense: 10 days out-of-school suspension with recommendation of expulsion or alternative school or in-school suspension.

15. **Arson/Purposely setting a fire.** The burning of or an attempt to burn any part of the building or any property owned by the Board of Education.

1st offense: 10 days out-of-school of suspension with recommendation of expulsion or alternative school.

16. **False Alarms,** the act of initiating a fire alarm, tornado drill, evacuation drill or other alarms. (This includes bomb threats)

1st offense: 5-10 days out-of-school suspension or in-school suspension and/or recommendation of expulsion.

2nd offense: 10 days out-of-school suspension with recommendation of expulsion or alternative school.

17. **Gambling** on school premises or at school events is prohibited.

1st offense: Friday School or in-school suspension

2nd offense: 1-3 days out-of-school suspension or in-school suspension

3rd offense: 5-10 days out-of-school suspension or in-school suspension or alternative school.

18. **Use of a personal computer**, the local network, the wide area network, or the Internet to communicate or view inappropriate materials. Inappropriate materials shall include, but not restricted to pornography, profane language, materials oriented against Leipsic community standards, persons of race, religion, ethnic background, gender, or nationality, and materials that promote illegal products or ideas. Students are prohibited from using school owned computers to access or use electronic mail or chat rooms.

1st offense: 1-3 days out-of-school suspension and the loss of computer privileges in-school suspension.

2nd offense: 4-5 days out-of-school suspension and the loss of computer privileges in-school suspension.

3rd offense: 10 days out-of-school suspension with recommendation of expulsion or alternative school.

19. **Engaging in Public Displays of Affection or other inappropriate behavior with a person of the same or opposite sex.**

Public displays of affection are prohibited during school hours and school sponsored functions.

1st offense: Verbal Warning

2nd offense: Detention

3rd offense: Friday School

4th offense: 1-3 days out-of-school suspension or in-school suspension.

20. **Failure to comply with school bus rules:** Bus drivers will give a written Bus Violation Report to the student and to the principal.

Disciplinary Consequences: Suspension from the bus until the Bus Violation is signed by a parent and by the principal. The school bus driver is an extension of the school building. Punishment will be determined by the violation committed per the Student Code of Conduct. Having an open beverage container or opened food package will result in a detention of the first offense. Subsequent offenses will result in suspension from the bus.

21. **Failure to comply with the driving and parking regulations** on or near school property. This includes reckless and unsafe operation of vehicles, failure to give right away to departing school buses, and failure to park in the assigned areas for students.

1st offense: Detention through suspension of driving privileges for 1-5 days.

2nd offense: Suspension of driving privileges for 6-10 days.

3rd offense: Driving privileges will be revoked and/or school suspension.

22. **Possessing, consuming, or showing evidence of having consumed, or offered for sale any alcoholic beverages, or illegal drugs** while in the school building, on the school grounds, at any school activity and/or school buses. This also includes all non-alcoholic malt beverages.

1st offense: 6-10 days out-of-school suspension and/or recommendation of expulsion. Parents may enroll the student in an appropriate rehabilitation facility.

2nd offense: 10 days out-of-school suspension with recommendation of expulsion.

***Court action may be taken if deemed necessary**

23. **Possession of any kind of tobacco, cigarette lighters, or smoking accessories** on school buses, school buildings, on school grounds, or at any school sponsored activities.

1st offense: 1-3 days out-of-school suspension or in-school suspension.

2nd offense: 4-10 days out-of-school suspension or in-school suspension.

3rd offense: 10 days out-of-school suspension with recommendation for expulsion or alternative school.

24. **Cheating** on teacher assigned work or on tests and including plagiarism.

1st offense: Consequences to be determined by teacher classroom procedures.

2nd offense: 1-3 days in-school suspension and 0% for the assignment or test.

3rd offense: Receive an F in the class for the semester.

25. **Truancy from classes or study halls:** will result in the following penalties and could result in removal from the class and loss of credit.

1st offense: Friday School or in-school suspension

2nd offense: 1-3 days out-of-school suspension or in-school suspension.

3rd offense: 4-9 days out-of-school suspension or alternative school or in-school suspension.

4th offense: 10 days out-of school suspension with recommendation of expulsion

26. **Failure to comply with attendance regulations and procedures** will result in suspension, referral to Putnam County Juvenile Court, and/or the recommendation of expulsion.

1st offense: Friday school

2nd offense: 1-3 days out-of-school suspension or in-school suspension.

3rd offense: 4-9 days out-of-school suspension or alternative school or in-school suspension.

4th offense: 10 days out-of school suspension with recommendation of expulsion.

27. **Dress, grooming, or appearance**

Leipic Jr/Sr High School is a place of learning and business. Our school is not the place for “fashion statements.” Student dress and appearance should reflect this philosophy. Students are expected to exercise good judgment regarding their attire and grooming so as not to disrupt the educational environment and to establish a healthy school climate. Clothing must be clean, in good repair, and worn in such a manner as to exercise good taste and not to detract from the learning environment.

The following are NOT permitted:

1. Bare feet while at school or school-sponsored activities. Skate shoes, slippers or steel-toed shoes. For safety reasons teachers will require appropriate footwear. Appropriate footwear would be tennis shoes, and dress shoes, and sandals.
2. Exposed midriffs: Tops must be long enough to be tucked in. Halters, backless, strapless, tube top, or spaghetti strap shirts; low cut blouses; any cleavage or see-through clothing. Appropriate tops would only allow the neck, head, and arms below the shoulder to be shown.
3. Clothing cut in such a way as to display bare skin or underwear. All straps or suspenders will be fastened.
4. Spiked belts, collars, cuffs, chains, or wallet chains of any length.
5. Hats/caps worn in the classroom, hallways, or other buildings except as required for health or safety purposes. Headgear, including hat, caps, nets, bandanas, etc., cannot be worn in any building except as required for health or safety purposes.
6. Slogans or logos, which contain profanity, obscenity, or that advertise or depict cigarettes or tobacco products, alcohol, drugs, guns, or sexual acts. No pride slogans or logos, or language demeaning to any person or group, or anything that is considered by the administration to be in poor taste or demeaning to any person or group, will be displayed on shirts, blouses or articles of clothing.

7. Pajamas, sleepwear or slippers. (Except when part of approved “spirit day”).
8. Sagging pants or underwear showing. Pants will be worn at waist.
9. Men’s sleeveless undershirts.
10. Any clothing considered gang attire, as determined by administration.
11. The school administration may disallow other types of clothing that may jeopardize a safe and orderly environment for the students and school staff.

So as to clarify the dress code and make sure expectations are well understood, this next section is provided to take away any misunderstanding.

- No cleavage may show
- No bare skin showing the body’s midriff may be seen at any time. Therefore, no see through tops or coverlets which cover a top that would violate this rule.
- No visible underwear of any kind.
- Shorts, skirts, and dresses must reach below the end of the fingers then student’s arms are extended at the student’s side.

1st offense: The student will be asked to change their inappropriate clothing and return to class.

2nd offense: The student will be removed from all classes, assigned an emergency removal, placed in the high school office for the remainder of the day. Student will be assigned a Friday School for his/her actions.

3rd offense: 1-3 days out-of-school suspension in-school suspension.

4th offense: 4-10 days out-of-school suspension or in-school suspension.

28. **Cell Phones:** Cell phones are **NOT** to be turned on during school hours. Students may **Not** carry cell phones during the school day. If a student is carrying a cell phone during school hours and the phone rings, there will be consequences for their actions. This also includes radios, headphones, cd/mp3 players, portable t.v.’s, electronic games/toys, pagers, or beepers, and etc.

1st offense: Phone is confiscated and turned into the high school office and the student is assigned a Friday School. Parent/guardian must pick up the phone.

- 2nd offense:** Phone is confiscated, turned into the high school office and the student is assigned an In-School Suspension (1-3 days). The parent/guardian must pick up the phone.
- 3rd offense:** Phone is confiscated, turned into the high school office and the student is assigned an Out-of-School Suspension (1-3 days). The parent/guardian must pick up the phone.
- 4th offense:** Phone is confiscated, turned into the office and the student will earn 5-10 days out-of-school suspension. The parent must pick up the phone.

***The consequences will continue to be progressive.**

****"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline based on the infraction.**

29. **Threats, Pranks, Aggressive Behavior towards Staff.** No student shall threaten, intimidate, use obscene or profane language, or use pranks towards teachers/staff. Staff is interpreted to be any employee of the Leipsic Board of Education. Leipsic will have Zero Tolerance towards students who demonstrate these types of behavior.

***Consequence is at the discretion of the principal.**

Possible consequences: Friday School, in-school suspension, out-of-school suspension

*****Any actions exhibited towards a staff member will not be tolerated. The maximum discipline will be used.**

30. **Tardiness to class.**

- 1st offense:** Verbal warning
- 2nd offense:** Detention
- 3rd offense:** Friday School
- 4th offense:** In-school suspension
- 5th offense:** Out-of-school suspension

31. **Tardiness to School.**

- 1st offense:** Verbal warning
2nd offense: Verbal warning
3rd offense: Detention assigned
4th offense: Friday School assigned
5th offense: In-school suspension assigned
6th offense: Out-of-school suspension assigned

Explanation of Consequences

Detention:

Detentions issued by classroom teachers will be served with that teacher. The teacher will determine the length of the detention, depending on the seriousness of the infraction. Failure to serve a classroom detention will result in a FRIDAY SCHOOL.

The principal will determine the length of an assigned office detention.

Friday School:

1. Friday School will meet from 3:15 p.m. to 5:30 p.m. in an assigned classroom. Those students who have earned a Friday School will be called down to the high school office towards the end of the school day. The students will be escorted to the classroom and report in to the teacher monitoring Friday School.
2. Student will need to bring school materials to work on during this time frame.
3. Friday School is a positive alternative to in-school or out-of-school suspension or other actions that may be taken by the school to enforce the student code of conduct and attendance policies. A student who doesn't attend his/her assigned Friday School will earn a 3-5 day suspension.
4. A student may be excused from an assigned Friday School and reassigned to the next assigned Friday, if a legitimate request is made by the parent/guardian. It will be at the principal's discretion whether the request is accepted or rejected. Student requests for reassignment will not be accepted.
5. If the student is absent from school on the day he/she is assigned to serve a Friday School, the student will make it up on the next assigned date.

6. All normal rules and regulations that apply to a regular school day also apply to Friday School.
7. Other rules and regulations and the specific time schedule will be explained by the supervisor of the Friday School session. The parent will receive specific rules in the mail before the student attends. Please go over the rules with the student.

In-School Suspension:

The student is removed for the academic and social areas of school and placed in an alternative educational setting, which is located in the high school office. Those who refuse the in-school suspension will earn a 3-5 days out-of-school suspension. Work students complete during the in-school suspension will earn credit and these days will not count as absences from classes. An in-school suspension will be for the entire length of the school day. These students **cannot** participate in any after school activities or attend any after school events.

Out-of-School Suspension:

The student is removed from school property, and not allowed to re-enter until the end of the suspension. Students **will not** receive any credit for work nor be allowed to make the work and/or tests up. The suspended student **cannot** participate in any type of school function or activity during this time. The student is not allowed to be on school property during his/her suspension. If the student comes onto school property during this time, the Leipsic Police Department will be contacted. These suspension days will be unexcused, but will not count against the student with regard to truancy.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Suspensions may carryover into the next school year.

Expulsion:

The student is removed from school property for a set number of days as specified by State Law. When a student is being considered for expulsion, the student and the parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reason for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for expulsion and/or explain the

student's actions, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

Due Process Rights:

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school suspension is served entirely in the school setting, the parent has no due process rights. Meaning, it will not require any notice or meeting, or be subject to appeal.

Due Process for out-of-school suspensions, expulsions, and/or removals will be in accordance with Section 3313.66 of the

Ohio Revised Code. With respect to the suspension of any student from any particular extra-curricular activities, no due process guarantees beyond what appears in Section 3313.664 of the Ohio Revised Code are implied.

Appeals:

Out-of-School Suspensions may be appealed. The principal issues an out-of-school suspension, but the appeal is made to the Superintendent. The student will serve the suspension upon notification. If the appeal reverses the suspension, the record will be expunged, and the student will have the right to make up all work for credit.

Miscellaneous Items

Book Bags:

Due to safety concerns, students are not permitted to carry book bags to class throughout the school day. A student may use a book bag to bring his/her books to school, but must leave it in his/her locker throughout the school day.

If a student has a disability, injury, or recently had surgery, he/she will need to have a parent write a note to the office explaining why a book bag is needed. Permission is determined by the principal.

Pregnant Students:

Pregnant students will be treated as others students, unless doctor's orders dictate modifications for attendance, class work, etc.

GRADS is an Ohio in-school program for expectant teen and young parents, male and female, in grades 7-12. GRADS stands for graduation, reality, and dual-role skills. It is designed to help teens to remain in school through graduation; practice positive health care; learn practical parenting & child development skills; gain orientation to work; and set goals towards balancing work & family life.

The following procedure will be followed for pregnant students requesting excused absence from school. This shall

apply to any student who experiences a miscarriage, stillbirth, or a live delivery; whereby there are limitations affecting the performance of normal school expectations.

1. The students shall inform the GRADS teacher/school of the pregnancy with notification that includes the expected due date and medical status of the student. (Forms for completion will be provided.)
2. Unless there are medical complications, the student will attend classes until labor begins. A letter of explanation from the doctor will be required to excuse the student from classes prior to delivery.
3. After an uncomplicated delivery and recovery, the student will return to school in the following manner. The schedule for returning to classes will be reviewed individually via principal/guidance counselor and GRADS coordinator who will also serve as a liaison between the student and the teachers.
 - a. The student is responsible for obtaining assignments and completing missed work.
 - b. Two calendar weeks after an uncomplicated delivery, the student will return to school attending on a half-day schedule determined by the GRADS coordinator.
 - c. Four calendar weeks after delivery, the student will resume a normal school schedule.
4. If the student is physically unable to remain or return to school on the above time line, she will secure a medical leave of absence and a tutor will be assigned until the

attending physician grants permission for returning to school.

Students with Children:

Students who are mothers or fathers should understand that the school is not a proper place to bring their child to “show him/her off.”

Eighteen Year Old Students:

Eighteen-year-old students must comply with the rules and regulations of Leipsic High School. This includes, but not limited to, detentions, Friday School, and in-school suspensions. Parent must write the excuse for dependent eighteen-year-old students. Students living on their own must prove residency as requested by the administration. Students who are eighteen-years-old or older may be withdrawn from school for excessive unexcused absences.

Senior Class Trip:

The Board of Education is responsible for approving or disapproving all “Senior Trips.” If a Senior Trip is approved, the seniors not going on the trip are required to attend school on those days school is in session.

Residence:

Ohio law requires all Leipsic students under the age of eighteen (18) that attend Leipsic High School to reside with their parents or legal guardian. If the parents of a student under the age of eighteen (18) move out of the school district, legal guardianship must be transferred to a resident of the district. Proof that the process has been initiated must be submitted to the principal immediately after the parents no longer reside in the district.

Homeless Students:

Homeless student will be provided with a free and appropriate education in the same manner as other students served by the district. Homeless students are eligible to receive transportation services, participate in educational programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the school.

Enrolling into Leipsic School:

In general, State Law requires students to enroll in the school district in which their parents or legal guardian resides. If the student doesn't reside in the district, he/she must be accepted under the District's open enrollment policy. Under the open enrollment policy, the student must pay tuition in order to attend the school.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

1. A birth certificate
2. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
3. Proof of residency
4. Proof of immunizations

Students enrolling from another school must have an official transcript from their previous school in order to have the credits transferred. The guidance counselor will assist in obtaining the transcript, if not present at the time of enrollment.

Scheduling and Schedule Change Policy:

Schedules are provided to each student prior to the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule will be handled through the guidance office. Students may be denied course enrollment due to lack of available space or the need for the student to meet prerequisite courses. Students are expected to follow their assigned schedules.

Once a student has selected his/her courses for the school year and that schedule has been approved and signed by his/her parents, seldom should there be a necessity for any schedule changes. However, if a change is requested, the following are the guidelines that must be followed:

1. Schedule changes are not allowed during the first two (2) days of the semester.
2. Changes must be made by the end of the fifth (5) day of the beginning of each semester.

3. After the course count has been turned in, any changes can be made only if (a) the change will not overcrowd sections and (b) the change will not cause a course to be canceled because of lack of students.
4. There will be NO changes in the student's schedule unless he/she completes a Student Schedule Change form. Signatures must be obtained from the student, parent(s), teacher of the course involved, the guidance counselor/principal, and the form must be returned to the office before any change will be made.

Any student who drops a course after the deadline shall receive an "F" for the class (NO EXCEPTIONS). This means an "F" will be on the student's record for that course and will be included in the student's G.P.A.

Any student withdrawn at any time during the semester for attendance or disciplinary reasons will earn an "F" for that class or classes.

Emergency Medical Authorization:

A completed Emergency Medical Authorization Form must be on file with the school for every student. Especially for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

This form will be provided at the time of enrollment or at the beginning of the school year. This form must be completed and turned in to the high school office by the assigned date or the student will have consequences.

Withdrawal/Transfer from School:

No student under the age of eighteen will be allowed to withdraw from school without written consent of his/her parents and in compliance with State Law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of the driver's license, if he/she is under the age of eighteen.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within fourteen days of the parents' notice or request.

Immunizations:

Student must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. At the beginning of each school year, or whenever a student enrolls, the student has fourteen days to provide evidence that he/she exceeds or meets immunization standards or provide a physician's statement indicating that immunization could be harmful. For the safety of all students, the school principal may remove the student if he/she does not have the necessary immunizations or authorization waiver. Any questions about immunizations or waivers should be directed to the principal.

Non-prescribed (Over-the-Counter) Medications:

No staff member will dispense non-prescribed, over-the-counter medication.

Taking Medication at School:

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

1. Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any prescribed medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any changes in the medication.
3. All medication must be registered with the principal's office and must be delivered to school in the containers the medication was dispensed in by the physician or licensed pharmacist.
4. Medication that is brought to the office will be properly secured. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.
5. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

6. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time. This is not the school's responsibility.
7. The building principal will maintain a log noting the personnel designated to administer medication, as well as the date and time of day the medication is administered. This log will be maintained along with the prescriber's written request and parent's written release.

Fees and Fines:

Student will be provided the necessary textbooks for courses of instruction without cost. In accordance with State Law, Leipsic School charges specific fees for the following activities and materials used in the course instruction:

Fees are established by the Board annually and are payable upon notice. Grades 7-12 will pay for individual workbooks, supplies, or materials as required.

Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, and textbooks and for damage to school buildings or property. Student using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Any fee or charge due to the high school and not paid at the end of the school year will be carried over to the next school year and/or small claims court. If you are having difficulty promptly paying your fees, call the Principal to set up a payment plan so your obligations can be met.

Textbooks are furnished by the Board of Education for the student's use free of charge. The student is responsible for returning the books in the same condition (less ordinary wear) at the end of the school it was issued. Each student will be held accountable for any damage or undue wear inflicted upon the book while in his/her possession. The Board of Education is not responsible for any books stolen or lost. It will be the student's responsibility to replace the book at full price.

The classroom teacher will distribute textbooks for his/her students at the beginning of the school year. Students should place their name on

the book label immediately when it is assigned, write down any damage the book has and give it to the teacher. Charges for damages or the misuse of textbooks will be assessed by the classroom teacher. Any student not returning the textbook issued to him/her will be charged the replacement cost of the book.

Student Valuables:

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, etc., are all tempting targets for theft and extortion. The school will not be liable for any lost or damaged to personal valuables.

Summer School Policy: (Board of Education Adopted May 1992)

It is the Board of Education's philosophy that student and staff should utilize their time during the regular, state-mandated, and Board adopted school year wisely. Students may take a maximum of 3 summer school courses in high school to count toward graduation. Therefore, "summer school" for students should only be an option under the following circumstances:

1. A student has had a medical/health reason that has not enabled him/her to maintain or continue their regular school progress.
2. A student has made a genuine effort in a class (as determined by the administration for grades 9-12), and has still not met the requirements for passing the course and receiving credit.
3. Other circumstances that administration deems a sufficient cause to warrant a student's participation in a "summer school" program.
4. A student the administration determines he/she has been working below his/her ability level, or has been a classroom or school discipline problem during the regular school year will not be permitted to earn credit through a "summer school" setting. Students really need to realize the importance of their efforts during the regular school year.

Credit Recovery:

The only students who may use the Penn Foster credit option are seniors who are mathematically eliminated from passing required courses for graduation. After being mathematically eliminated from passing the required course, the student may pursue credit for the class through Penn Foster.

Drills:

Fire Drill: There will be a fire drill every month throughout the school year. The student will need to quietly exit the building to his/her assigned area. (Alarm rings with strobes).

Tornado Drill: Students will quietly walk to their assigned area and bring a textbook with them to cover their head. The students will kneel down facing the wall and place the book over the back of their head. (Alarm rings without strobes).

Interrogation of Students:

The school is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public welfare agencies. While the school believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and he/she (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

School Bus Policies:

The driver will be responsible for the orderly conduct of their passengers. While on the bus, the pupil is under the authority of and is directly responsible to the bus driver. Pupils shall conduct themselves on the bus as they would in the classroom except that reasonable conversations are permissible. In the event of misbehavior, the driver

is responsible for reporting (a written referral and verbal conversation) the inappropriate behavior to the building principal. The rules and consequences will be clearly explained to the students at the beginning of each school year and will include the following:

1. If the driver has assigned seats, it is the student's responsibility to sit in your assigned seat.
2. Take your seat as soon as you get on the bus. Do not stand. Remain seated in the proper sitting fashion.
3. Always keep your hands, arms, and feet inside the bus at all times.
4. Do not throw anything inside the bus or out of a bus window.
5. Do not eat, drink, or chew gum on the bus at any time. (This includes candy).
6. Always talk quietly. At intersections and at all rail crossings there is to be absolutely no talking.
7. Do not transport band instruments to and from school by bus unless absolutely necessary. Any instruments transported on the bus will be placed where the driver specifies.
8. Learn how to get off the bus in case of emergency. Your driver will have periodic drills to practice.
9. A note from home and approved by the building principal is necessary for a student to get off the bus at an alternative normal stop. Students are not permitted to ride a bus other than the one to which they are assigned to by the central office.
10. Any students' behavior that is detrimental to the safety of others will be denied privileges to ride the bus.
11. The buses are not required to wait on students. It is the student's responsibility to be on time and be waiting for the bus to arrive.

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code of Conduct and may lose his/her privilege of riding the bus.

Student Aide Policy:

In order for a student to be eligible to aide for a teacher, he/she must be earning a C or better in all classes he/she is registered for. At the end of each midterm and nine-weeks, the office will check each students

aides grades to determine his/her eligibility. Being an aide is a privilege you must earn; it is not your right.

A student is only eligible to aide for one class period a day.

Post-Secondary Option:

Any student in grades 9 through 12 may enroll in a post-secondary program provided he/she meets the requirements established by law and by the District. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion.

Any interested student should contact the guidance counselor to obtain the necessary information.

Weather Emergency Announcements:

In case of emergency or severe weather conditions tune in to the following radio stations:

FM Radio: Findlay WFIN 100.5 or Napoleon WNDH 103.1

AM Radio: Lima WIMA 1150

TV Station: WTOL Channel 11

Viking Fight Song:

Hail to Leipsic, we're for you
Fighting all the way
Hail our purple and golden hue,
Striving come what may!
And we are cheering the Vikings as they fight—
Loyal, Brave. And True;
Here's to our dear old Leipsic High School
We're for you!

Leipsic Alma Mater:

Hail to Leipsic—Hail to Thee,
Ever so dear to me;
Tis the school we love the best
May it e'er be blest.

Alma Mater—Alma Mater
Hail to Leipsic High.
Faithful to thee we will be
Always honoring thee.

Class Officers for the 2010-2011 School Year

Senior Officers

Pres.-Tyler Kreinbrink
V.P. –Briana Lomeli
Sec.-Brittani Wentworth
Treas. –Santana Diaz

Junior Officers

Pres.- Bre Barrera
V.P.-Ashley Rieman
Sec.-Lyndsay Krinke
Treas –Lynn Rader

Sophomores Officers

Pres. –Bryce Knisley
V.P.-Derek Steffan
Sec.-Emily Meyer
Treas. –Brooke Kreinbrink

Freshmen Officers

Pres. –Maddie Steffan
V.P. –Taylor Tijerina
Sec. –Stephanie Lester
Treas. –Stephanie Lester

School Calendar for 2010-2011:

August	18	Professional Development
August	19	Teacher Work Day
		Open House (6:00 – 7:15p.m.)
August	23	First Day of School
September	6	Labor Day – No School
October	4	Early Release (1:45p.m.)
		Professional Development
October	25-29	OGT Testing for Grades 11 and 12
November	3	Parent-Teacher Conferences (3:15p.m-8:30p.m.)
November	4	Parent-Teacher Conferences (No School) (8:15a.m.-6:15p.m.)
November	5	No School
November	24	Early Release (1:45p.m.)
November	25-28	Thanksgiving Break-No School
November	29	Classes Resume

December 22	Early Release (1:45p.m.)
December 23-31	Christmas Break- No School
January 3	Classes Resume
January 17	Martin Luther King Day- No School
	Professional Development
January 17-March 11	OTELA Testing: Grades K – 12
February 21	President’s Day (No School)
March 14-18	OGT Testing – Grades 10-12
March 28	Early Release (1:45p.m.)
	Professional Development
April 18-22	Spring Break- No School
April 25-May 13	Ohio Achievement Assessment
May 5	IEP Conferences
May 22	Graduation
May 24	Early Release (1:45p.m.)
May 26	Teacher Work Day

High School Grading Periods:

1 st Nine Weeks	08/23/10 – 10/22/10	(44 days)
2 nd Nine Weeks	10/25/10 – 1/14/11	(49 days)
3 rd Nine Weeks	1/18/11 – 3/18/11	(43 days)
4 th Nine Weeks	3/21/11 – 5/24/11	(42 days)

Make-up Dates:

1 st	April 18, 2011
2 nd	April 19, 2011
3 rd	April 20, 2011
4 th	April 21, 2011
5 th	May 25, 2011
6 th	May 26, 2011
7 th	May 27, 2011

***Do not rely on the Make-up Dates as being guaranteed days off of school. If we need to use a Make-up Date, you are expected to attend school that day.**

Sign-out Procedure for Students:

Students who are planning on signing out for a scheduled appointment must turn in a parental note to the High School Office before going to homeroom/1st period classroom.

*****Any issues not discussed in the student code of conduct will be determined by the principal.***

PARENT/STUDENT ACKNOWLEDGEMENT
OF STUDENT HANDBOOK

We, _____ and _____
(parent/guardian) (student)

have received and thoroughly read the Leipsic Handbook for 2009-2010 school year. We completely understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the Leipsic School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

(Parent/Guardian Signature)

(Student Signature)

_____ _____
(School Year) (Date)