

232 Oak Street  
Leipsic, Ohio 45856  
Phone: (419) 943-2165 Fax: (419) 943-2185

### School Website

<http://lisd12.org>

### Leipsic's Mission Statement

The mission of the Leipsic Local Schools is to create a partnership where school, family and community work together to ensure that all students achieve to their highest potential. Our staff is committed to developing knowledgeable, independent lifelong learners and productive citizens through the use of innovative instructional practices within a safe and caring environment.

### Leipsic's Vision Statement

- 1) Our teachers are facilitators of learning that maximize individual student potential.
- 2) Our teachers use best educational practices to ensure that students will have skills to meet the challenges of the world in which they live.
- 3) Our school is a safe and welcoming place that invites involvement in the learning process for students, staff, family and community.
- 4) Our teachers find a variety of ways to instruct all learners .... Those needing intervention all the way to those who achieve at high levels.
- 5) Our school is a place where students take responsibility and have pride in what they accomplish each and every day.
- 6) Our school is a positive environment for learning and growth.
- 7) Our staff collaborates with the ultimate goal of increasing student achievement.

### Values

At our school we believe in:

- 1) Creating lifelong learners who become productive citizens
- 2) Committing to high expectations and accountability that result in an academic year's growth for all students
- 3) Celebrating our success
- 4) Promoting excellence in the arts, athletics, academics and life skills
- 5) Working together through staff collaboration that focuses on "what is it we want our students to learn", "how will we know when they have learned it", "what will we do if our students do not learn it" and "what will we do if our students do learn it".
- 6) Creating Professional relationships with each other, students, families and the community
- 7) Maintaining a safe, secure and inviting environment for our diverse learning community
- 8) Encouraging students to achieve to their potential
- 9) Fostering the students' love of learning
- 10) Being flexible and responsive to the varying needs of all students, staff and families
- 11) Being a good role model

## 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. Sam Walther, President  
Mrs. Cindy Erickson, Vice-President  
Mr. Tim Nadler  
Mr. David Miller, Treasurer of the Board of Education

Mrs. Nancey Schortgen  
Mr. John Schortgen

### ADMINISTRATION

Mr. Greg Williamson, Superintendent  
Mr. Brian Bennett, Principal

Mrs. Megan Tobe, Student Success Coordinator

### GUIDANCE COUNSELOR

Mrs. Julie Recker, Counselor

### 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 this 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 2018-19. Copies of the Board policies and administrative guidelines are available on the District's website.

### 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 one of the School District's Compliance Officers:

Mr. Brian Bennett – MS/HS Principal

419-943-2165 Ext 4081

Mr. Darren Henry – Elementary Principal

419-943-2165 Ext 4061

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
1st Period	8:05 – 8:48	8:05 – 8:48
2nd Period	8:51 – 9:34	8:51 – 9:34
3rd Period	9:37 – 10:20	9:37 – 10:20
4th Period	10:23 – 11:06	10:21 – 10:51
5th Period	11:07 – 11:37	10:54 – 11:37
6th Period	11:40 – 12:22	11:40 – 12:22
7th Period	12:25 – 1:07	12:25 – 1:07
Viking Time	1:10 – 1:40	1:10 – 1:40
8th Period	1:43 – 2:25	1:43 – 2:25
9th Period	2:28 – 3:10	2:28 – 3:10

(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. The students attending Leipsic School will receive a quality education. We are providing the students with many excellent opportunities to prepare for success in our global society. The teachers, parents and students must work together to support learning and help the students prepare for the future.

## 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 not 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 Grading

Grading is based on a percentage of points earned. 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:

$[(1st\ 9-week\ percentage \times 2) + (2nd\ 9-week\ percentage \times 2) + (Semester\ project\ or\ exam\ percentage)] / 5 = Semester\ average$

### Grading Scale

A	94 – 100
B+	89 – 93
B	84 – 88
C+	79 – 83
C	74 – 78
D+	69 – 73
D	64 – 68
F	0 – 63

### Grading Scale for CCP & AP Courses

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

\* If a class is failed for the semester, the student must repeat the semester of the failed class 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.

## GPA – GRADE POINT AVERAGE

Grade Point Average is determined by dividing total number of quality points earned by a student by the number of credits attempted. Quality points will be determined based on semester letter grades earned and the numerical value will be determined from the chart below.

### Regular G.P.A. Scale

A	4.00
B+	3.3
B	3.0
C+	2.3
C	2.0
D+	1.3
D	1.0
F	0.0

### G.P.A. Scale for CCP & AP Courses

A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

Pluses and minuses do not count towards a student's GPA.

## VALEDICTORIAN POINT SYSTEM FOR CLASS OF 2021 AND BEYOND

### ENGLISH

Journalism = .5 pt per year  
Yearbook = .5 pt per year

### MATHEMATICS

Adv. Math = 1 point  
AP Calculus = 2 points

### SCIENCE

Chemistry = 1 point  
CCPAnatomy/Physiology=2 points

Honors English = 1 point  
AP English = 2 points

CCP Statistics = 2 points

CCP Physics = 2 points  
Anatomy = 1 point  
Physics = 1 point

### **SOCIAL STUDIES**

World Geography = .50 pt  
Economics = .50 pt  
World War II = .50 pt  
CCP American History = 2 pts  
AP Government=2 pts

### **AGRICULTURE**

AF&R **plus**  
Animal & Plant Science – 1 pt  
Structural Engineering – 1 pt  
Ag Business Mgmt – 2 pts  
Ag CAPstone – 2 pts

### **FOREIGN LANGUAGE**

Spanish I **plus**  
Spanish II = 1 pt  
Spanish III=2pts  
Spanish IV = 2 pts

### **TECHNOLOGY/BUSINESS**

Accounting I = 1 pt  
Accounting II = .50 pt  
CCP Computer Apps – 1 pt  
CCP HSB (Economics.)= 2 pts  
CCP HSB (Marketing) = 2pts  
CCP HSB (Finance) = 2 pts  
CCP HSB (Strategic Management) = 2 pts  
HSB (Economics) = 1 pt  
HSB (Marketing) = 1 pt  
HSB (Finance) = 1 pt  
HSB (Strategic Management) = 1 pt

### **ART**

Art 1 **plus**  
Art II = 1 pt  
Art III = 2 pt  
Ad. Art (yr)=2 pts

### **CHOIR**

1<sup>st</sup> year Choir **plus**  
2<sup>nd</sup> year Choir = 1 pt  
3<sup>rd</sup> year Choir = 2 pts  
4<sup>th</sup> year Choir = 2 pts

### **BAND**

1<sup>st</sup> year Band **plus**  
2<sup>nd</sup> year Band = 1 pt  
3<sup>rd</sup> year Band = 2 pts  
4<sup>th</sup> year Band = 2 pts

### **ACT SCORES**

receive an "A" or a "B" in each class in order  
29 – 30 = 2 pts  
31 – 32 = 3 pts  
33 – 34 = 4 pts  
35 – 36 = 5 pts

### **G.P.A.**

3.70 - 3.79 = 2 pts  
3.80 – 3.89 = 3 pts  
3.90 - 4.00 = 4 pts

It is understood that the student must

27 – 28 = 1 pt

3.60 – 3.69 = 1 pt

to receive Points. The student with the highest accumulated points will be Valedictorian and the student with the second highest points will be salutatorian.

**\*\*\*\*A student may have no more than 1 Study Hall per semester or year unless he/she is taking 3 or more AP/CCP Courses at one time.\*\*\*\***

The information listed above is subject to revisions if there is a change in the courses LHS offers. Any College Credit Plus (CCP) or Advanced Placement (AP) course that a student completes for credit will be awarded the equivalent value (2 points) for a full year course (1 point) for a semester. Any CCP course that is being offered as a regular HS course (not for college credit) will be awarded 1 point for a full year and .5 points for a semester. All courses must be taken on Leipsic Local Schools campus. Online courses WILL NOT count towards valedictorian point system. **In case of a tie, the student with the highest ACT score will be valedictorian.**

### **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. **IF A STUDENT BECOMES ILL DURING THE SCHOOL DAY, THEY ARE NOT PERMITTED TO CALL OR TEXT A PARENT ON A CELL PHONE. IF THIS IS DONE, THE STUDENT WILL RECEIVE A DISCIPLINARY REFERRAL, I.E. FRIDAY SCHOOL.**

### **TARDIES/UNEXCUSED ABSENCES (PER NINE WEEKS)**

**Tardy 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.

On the **THIRD** tardy to school in one nine weeks, the student will earn a 30 minute detention to be served in the office.

On the **FOURTH** tardy to school in one nine weeks, the student will earn a Friday School.

On the **FIFTH** tardy and every one thereafter in one nine weeks, the student will earn an in-school suspension.

**Tardy to Class:** Students have three minutes between classes. This is ample time to move from one class to the next. Teachers will assign detentions or make referral to the office based on the number of times a student is tardy. The following will be the procedure the teachers will follow:

**1st offense:** Verbal Warning\*

**2nd offense:** Detention\*

**3rd offense:** Friday School\*\*

**4th offense and after:** In-School Suspension\*\*

\*Disciplinary consequences administered by classroom teacher.

\*\*Disciplinary consequences administered by the principal

## ATTENDANCE

**Excused absence by State Law:** These are the reasons set forth by the state Department of Education for excused student absence from school, Personal illness, Family illness, Quarantine of the home, Death of a close relative, Observance of religious holidays, Emergency or set of circumstances approved by the attendance authority.

**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. Students who go on vacation with one or both parents during the school year will be excused for a maximum of 5 days. Please consider a student's grades and abilities when considering a vacation during school. **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 two (2) college visitation days with the same procedures as stated above.
4. Driver license examinations- only an half (1/2) day will be excused for the permit test and the driving test.
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. Students taking days for hunting will not be eligible to participate in any extra-curricular activities on those dates (concerts, sports practice, club meetings). Students who are using a pre-arranged absence for hunting purposes must present their hunting license to the high school office before the pre-arranged absence will be approved.
7. Farming for family farm operation as approved by principal.

**Unexcused Absences:** All other absences except those listed above will be considered **unexcused (car trouble, overslept, 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. Parents/Guardians will received a letter from the county truancy officer when **38 or more consecutive hours in one school month or 65 or more hours in a school year (with or without a legitimate excuse):**
  - Local School District sends letter of concern about attendance to parent/guardian.
  - Copy of letter to Truancy/Probation Officer.
  - School may or may not develop a truancy intervention team/plan.
  - Warning letter sent to parent/guardian/custodian from the Truancy/Probation Officer.
  - Possible home visit or phone call from Truancy/Probation Officer.
  - Counseling for Habitual Truant may be provided.
  - Parents may be required to attend parental involvement programs; including but not limited to truancy prevention mediation program.
  - Notice will be sent to the Registrar of Motor Vehicles under Ohio Revised Code 3321.13
3. **When 30 or more consecutive hours, 42 or more hours in one school month or 72 or more hours in a school year (unexcused, without a legitimate excuse):**
  - Filing of complaint with Juvenile Court by Truancy/Probation Officer. Complaints will be filed jointly against the child and the parent/guardian//custodian.

**DRIVERS LICENSE SUSPENSION BY STATE** after 90 hours unexcused (14 days). If student does not have driver's license, his/her temporary permit or opportunity to obtain permit will be suspended. Superintendent must notify the registrar of Motor Vehicles and the county juvenile judge of student's unexcused absences of more than 60 (9.12 days) consecutively hours in a month or 90 (13.6 days) hours in a school year.

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

## TRUANCY

Students will be considered **truant** if they are absent from any portion of the school day without parental/guardian approval and school/ teacher permission. This includes not being in the properly assigned room or area of the school during the school day. 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.

A student will be considered **habitually truant** if the student is absent without a legitimate excuse for the following number of hours:

- Accumulated 30 consecutive hours (4.5 days) of unexcused absence; or
- Accumulated 42 hours (6.5 days) of unexcused absence in one month; or
- Accumulated 72 (11 days) hours of unexcused absence in one school year

If a student is habitually truant 61 days after the Absence Intervention Plan was created, a complaint will be filed with the Judge of the Juvenile Court in compliance with State Law (HB 410) and School Board Policy 5200.

**If a student under the age of 18 is considered habitually absent, he/she 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 ac-

commodation.

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.

**Directory information may also be released as required by law to recruiting officers of the United States Military and to recruiters from Institutions of Higher Learning. The parents and/or students have the right to opt out of this disclosure by filing form 8330F13 with the office of the Superintendent.**

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.

## **DROPPING ITEMS OFF AT THE OFFICE**

We understand that students sometime forget items needed for school or after school activities. Parents may bring these items to the High School Office and we will contact their child. We ask **that flowers, balloons or other celebratory items** not be sent to school. These items distract from the educational environment and are cumbersome for students to manage in the halls. We will have students pick them up at the end of the day if they are delivered to the school office.

## **SEARCH AND SEIZURE**

**Student lockers** are the property of the district and students 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 surveillance in all common areas and all school vehicles transporting students to and from regular and extracurricular activities. The student or the personal property the student has brought onto school grounds may be searched when a school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law, or the rules, regulations or policies of the school. Anything found in the course of a search may be used as evidence of a violation of school rules or the law and held by the school or turned over to the police. The school reserves the right to not return items confiscated as evidence or turned over to the police.

## **LOCKERS**

The lockers are assigned to each student for use and convenience. Students should keep their lockers locked at all times in order to protect their property. Each student has an obligation to open his/her locker at the request of school officials for inspection. 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. It is recommended that students lock their lockers at all times.

## **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.

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

Any violation may result in the revocation of the student's driving privileges.

## **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**

Leipic 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 or have parents deliver catered lunches from restaurants. The auditoria 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. 4082.

## **DANCES**

School-sponsored dances are for Leipic students. A Leipic 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 inappropriate. Any student attending a school dance must be at least a high school student and less than 21 years of age.

## **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 transferred or dropped out of school during the 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 are subject to all school rules while in

attendance at an athletic contest. 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 assessing the internet to facilitate educational growth. This educational growth will include improving technology skills, information gathering skills, and effective communication skills. Any student who is found in violation of this policy may have his/her computer or internet privileges suspended or cancelled.

### **Summary of Obligation of Student**

**Users must** respect and protect the privacy of others by:

1. Using only assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves

**Users must** respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all district Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a teacher or Technology Coordinator of computer or network malfunctions.

**Users must** respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

**Users must** respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or other mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

**Users may, if in accord with the policy above:**

1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email (students require a teacher's permission).
3. Use the resources for any educational purpose

### **Consequences for Violation**

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with an administrator to be informed whether or not a use is deemed appropriate. Further discipline may be imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

### **Supervision and Monitoring**

The use of District owned information technology resources **is not private**. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

\*\*\*\* Students must indicate their acceptance of this policy by electronically signing the AUP signature page found on the School Website (<http://llsdk12.org>) under for Parent/Students menu.

### **Grade Classification**

Leipsic High School has established a grade classification policy. Students must fulfill both the time and credit requirement of the policy to be considered a member of the class.

Sophomore	3rd semester of attendance and 5.25 credits earned
Junior	5th semester of attendance and 10.50 credits earned
Senior	7th semester of attendance and 15.75 credits earned

\*This policy has been implemented to inform the students how many credits they must earn as they progress towards graduation.

### **GRADUATION**

In order to graduate from Leipsic High School, a 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 graduation ceremony. **All fines/fees must be paid to participate in graduation ceremony. To participate in the graduation ceremony, seniors must NOT have more than 65 hours of unexcused absences for the current school year. Participating in the graduation ceremony is a privilege afforded only to those who have met all the requirements.**

## 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:

College Credit Plus (CCP)

Credit Flexibility

Advance Placement (AP)

High School of Business

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

\*\*A student must be enrolled in at least 5 Carnegie units of credit each nine weeks.

\*\*\*If a student fails any of the above college courses, they must reimburse Leipsic Local Schools for the tuition associated with that course.

## SCHOOL TO WORK PROGRAM

This program would allow students to sign out from school at the end of 4<sup>th</sup> period given they have a job in which they work an average of at least 15 hours per week. This would be treated that same as any other class meaning that the School to Work Program is a full year or a semester program. The requirements are as follows:

1. Students must be of senior status at LHS
2. Students must have a total of 18 HS credits by the end of their junior year, be on track for graduation. Failure to meet these requirements disqualifies you from the program.
3. Students must have adequate attendance their junior year of high school. Adequate attendance is considered less than 4 unexcused absences for the year.
4. Students must inform Mrs. Recker of their participation during their junior year when scheduling for senior year takes place.
5. Same schedule change rules apply to this program as to all other classes.
6. Once admitted to program, students must inform Mrs. Recker of their employment and submit contact information for their employer.
7. Students must turn in copies of pay stubs as they receive them to show proof of employment and proof of meeting the average minimum 15 hours per week.
8. If a student loses their job or is not meeting the 15 hours minimum, they will be placed into classes for their afternoon for the remainder of the school year.

Students will earn elective credit at the same scale as the county work study program ran through the ESC:

800 or more clock hours = 5 credits

640 clock hours = 4 credits

480 clock hours = 3 credits

\*\* If students are following the 15 hour minimum they will earn at least 3 credits. Students will be given a Pass/Fail grade

## 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.

## ACADEMIC INTEGRITY

The Leipsic Local Schools are committed to assuring ethical behavior by all its members toward all its members, and all members of the school community are expected to share in this commitment to ethical behavior. Academic dishonesty is an offense against the school. A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is relevant to the evaluation of the student's level of performance, and is also a basis for disciplinary action by the Principal's office.

All members of the school community will maintain an environment in which each member of that community is given equal opportunities to achieve academic success and each member's academic achievements are assessed fairly and objectively.

1. All members of the LLS will take active roles in the promotion and maintenance of an environment of academic integrity. These roles include, but are not limited to, the following:
  - A. Knowing and abiding by the academic regulations of the School.
  - B. Beginning each semester, the instructor should inform their classes of his/her policy regarding academic dishonesty.
  - C. Taking safeguards to deter the opportunistic violation of the academic regulations of the University.
  - D. Reporting any suspected acts of academic dishonesty to the appropriate administrator.
  - E. Ensuring that other members of the school are diligent in their responsibilities to the maintenance of academic integrity.
2. Students should report any suspected acts of academic dishonesty to the instructor as soon as possible.
3. Academic dishonesty refers to any act that is intended to produce an academic assessment that is not commensurate with an individual's performance, or any act that is intended to unfairly assist or hinder an individual's academic efforts. Such acts include, but are not limited to, the following:
  - A. Allowing the work of one person to be academically assessed as the work of another.
  - B. Allowing academic credit to be assigned to work that was not performed.
  - C. Unauthorized possession of resources (e.g., reserved library material, laboratory material, art work, computer software or medical excuses).
  - D. Misrepresentation of an academic record
  - E. Denial of access to resources (e.g., reserved library material, laboratory material, art work, computer software) intended to be available to others.

Taken from: <http://facultycouncil.missouri.edu/handbook/article-6.html>

Examples of Academic Dishonesty:

- Copying someone else's work
- Hiring someone else to do your work
- Buying a paper or project
- Letting a lab partner do all the work and putting your name on the final product
- Looking at another's test
- Turning in your brother or sisters old history project

- Using someone else's words without a citation

How do we know when you have been dishonest:

- Teachers know how you write.
- When answers are very similar or the same (including mistakes or misspellings)
- Using words or phrases that are not your normal style
- Teachers recognize assignments they have previously graded
- Teachers talk
- Technology allows us to type phrases into the computer and find the source

#### Consequences for policy violation

- **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.

What is Plagiarism?

Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense:

According to the Merriam-Webster Online Dictionary, to "plagiarize" means

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism. See our section on [citation](#) for more information on how to cite sources properly.

Taken from [http://plagiarism.org/plag\\_article\\_what\\_is\\_plagiarism.html](http://plagiarism.org/plag_article_what_is_plagiarism.html) November 3, 2012

#### What is citation?

A "citation" is the way you tell your readers that certain material in your work came from another source. It also gives your readers the information necessary to find that source again, including:

1. information about the author
2. the title of the work
3. the name and location of the company that published your copy of the source
4. the date your copy was published
5. the page numbers of the material you are borrowing

Why should I cite sources? Giving credit to the original author by citing sources is the only way to use other people's work without plagiarizing. But there are a number of other reasons to cite sources:

1. citations are extremely helpful to anyone who wants to find out more about your ideas and where they came from.
2. not all sources are good or right -- your own ideas may often be more accurate or interesting than those of your sources. Proper citation will keep you from taking the rap for someone else's bad ideas.
3. citing sources shows the amount of research you've done.
4. citing sources strengthens your work by lending outside support to your ideas.

When do I need to cite? Whenever you borrow words or ideas, you need to acknowledge their source. The following situations almost always require citation:

1. whenever you use quotes
2. whenever you paraphrase
3. whenever you use an idea that someone else has already expressed
4. whenever you make specific reference to the work of another
5. whenever someone else's work has been critical in developing your own ideas.

Taken from [http://plagiarism.org/plag\\_article\\_what\\_is\\_citation.html](http://plagiarism.org/plag_article_what_is_citation.html) November 3, 2012

Other writing sources:

The on-line writing Lab at Purdue University:

<http://owl.english.purdue.edu/owl/resource/560/01/>

## ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal.

## 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. **It is the school's right to determine the appropriate level of discipline.**

## HARASSMENT OR BULLYING

Harassment, intimidation, or bullying behavior by any student in the Leipsic Local 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 R.C. 3313.666 means any intentional written, verbal graphic or physical act 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, including violence within a dating



relationship, 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:

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

Leipsic Local Schools does not investigate, police, or discipline incidents of cyber bullying that occur outside of school hours. If this occurs to your student, feel free to report the incident to your local law enforcement agency.

*Any violations of the above policy should be reported to the Principal or the Superintendent immediately.*

## **DISCIPLINE CODE**

No form of violent, disruptive, or inappropriate behavior including excessive truancy will be tolerated. At Leipsic MS / HS, 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 type 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 Local Schools 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. Another goal of education is to teach students to make good decisions. It is also important that students understand that every decision has consequences. Any time a student violates any of the Code of Regulations they will be subject to detention, Friday school, in-school suspension or out-of-school suspension. Penalties will be determined by the Principal. Any violation that causes harm or endangers another will result in an automatic out of school suspension. Violations that are aimed at school officials will be subject to the most severe penalty allowable.

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

**Profanity and /or Obscenity** – a student shall not, verbally or by written word, direct profanity to any person nor shall a student insult any person by obscene act.

**Disorderly Conduct** – a student shall not by use of violence, force, coercion, threat, harassment or insubordination cause obstruction to the educational process including all curricular and extracurricular activities.

**Failure to follow directions** – a student shall comply with the directions of authorized school personnel during any period of time when the student is properly under the authority of the school.

**Insubordination** – No student shall purposely defy or show disrespect toward any Leipsic School staff member. Students shall comply with the directions of authorized school personnel during any period of time when the student is properly under the authority of the school. **Failure to comply with requests to participate in classroom activities or to complete class work may be considered under this section. This includes wise use of time in assigned study halls.**

**Extortion** – No student shall obtain or attempt to obtain another persons property or services by threat or coercion, expressed or implied.

**Theft, attempted theft or knowingly receiving or possessing stolen property** – no student shall take, or attempt to take the property of another or possess another's property without their expressed permission. Students caught stealing will be disciplined and may be reported to law enforcement officials.

**Fighting** – a student shall not physically fight with another person.

**Physical Assault** – a student shall not knowingly or recklessly cause or attempt to cause physical harm to another person.

**Sexual Activity** – a student shall not engage in sexual activity on school premises or at school related activities. (See Ohio Revised Code Sec 2907.01)

**Robbery** – a student shall not take another's property by force or threat of force.

**Vandalism** – a student shall not willfully cause destruction or defacement of school property or the property of others including vehicles.

**Arson** – a student shall not burn property, nor cause property to burn

**Breaking and Entering** – a student shall not forcibly enter a school building or school property.

**Trespass** – a student shall not enter upon the premises of any school without proper authorization or while under suspension, expulsion or removal: a student shall not enter upon any restricted area, including but not limited to student lockers, storage areas and classrooms, without proper authorization.

**Use and/or possession of a firearm** – a student may not bring 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. An offense of this nature will result in a mandatory one (1) year expulsion as allowed by Ohio law.

**Weapons** – a student may not possess, attempt to possess or pretend to possess any weapon on school property or at any school sponsored activity. A weapon is defined as anything that may be used to injure, defeat or destroy. This includes devices that may not normally be recognized as weapons but may be used in that capacity.

**Reporting Danger** – In order to help maintain a safe school 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.

**Fireworks or explosives** – a student may not possess, use or threaten to 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.

**Use of a personal computer** – a student may not use the local network, the wide area network, or the Internet to communicate or view inappropriate or unauthorized 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.

**Public Displays of Affection** - Public displays of affection are prohibited during school hours and school sponsored functions.

**Failure to comply with school bus rules** – Students must follow all rules given to them by the driver of any school vehicle. Failure to do so will result in a written Bus Violation Report to the student and to the principal. Consequences may include 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. No food or drink shall be eaten on a bus.

**No student shall Fail to comply with the driving and parking regulations** on or near school property including 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.

**No student shall Possess, consume, or show evidence of having consumed, or offered for sale any alcoholic beverages, illegal or over the counter drugs, tobacco products or accessories used for smoking** 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, cigarettes and vaping.

**Tampering with fire Equipment** – No student shall damage or otherwise tamper with the fire alarm or other safety equipment

**False Identification** – a student shall not refuse to provide identification to authorized school personnel; a student shall not verbally or by credential identify themselves as another

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

**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 or certified volunteer of the Leipsic Board of Education.

**Any areas not covered by the code of conduct that produce disruptions to the educational process will be subject to discipline as determined by the Principal.**

**Electronic Devices** - Cell phones or other electronic devices are **NOT** to be turned on during school hours. Students may **Not** carry electronic devices during the school day unless they have approval of school authorities. If a student is carrying an electronic device during school hours, the device must be turned over to school authorities immediately upon request. Failure to comply will be considered insubordination and proper discipline will be enacted. All electronic devices are included in this policy. Devices may be used under the guidance and with permission of a classroom teacher or administrator only.

**1st offense:** Device 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:** Device is confiscated, turned into the high school office and the student is assigned a Friday School (1-3 days). Parent/guardian must pick up the phone.

**3rd offense:** Device is confiscated, turned into the high school office and the student is assigned an In-School Suspension (1-3 days). Parent/guardian must pick up the phone.

**4th offense:** Device is confiscated, turned into the office and the student will earn 5-10 days In-School Suspension. Parent/guardian must pick up the phone.

**\*\*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.**

**Leipsc Local Schools does not investigate, police, or discipline incidents of "cyber bullying" that occur outside of school hours. If this occurs, please feel free to notify your local law enforcement.**

## TARDINESS TO CLASS

**1st offense:** Verbal warning  
**2nd offense:** Detention (teacher assigned)  
**3rd offense:** Friday School  
**4th offense:** In-school suspension  
Thereafter: In-school suspension

## TARDINESS TO SCHOOL

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

## SIGN OUT PROCEDURE

**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 their 1st period classroom. When the time to leave arrives they should report to the office and sign out prior to leaving.**

## CONSEQUENCES

One goal of education is to teach students to make good decisions. It is also important that students understand that every decision has consequences. Any time a student violates any of the above guidelines they will be subject to detention, Friday school, in-school suspension or out-of-school suspension. Penalties will be determined by the Principal. Any violation that causes harm or endangers another will result in an automatic out of school suspension. Violations that are aimed at school officials will be subject to the most severe penalty allowable.

## 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. Students are responsible for reporting on time with materials for study.
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 an In-School Restriction and will have to make up the skipped Friday School.
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.

### IN-SCHOOL RESTRICTION (ISR)

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 until the day after they complete their in school suspension.

### OUT-OF-SCHOOL SUSPENSION (OSS)

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 up any missed classroom assignments. 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 Leipsc Police Department may 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 carry over 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.

## **DRESS, GROOMING, OR APPEARANCE**

Leipsic MS/ HS is a place of learning and business. 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 shall be displayed on clothing. 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 or tank tops.
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 when student's arms are extended at the student's side.

### **\*Holes in jeans or shorts must be below the pockets!**

- 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 and assigned an in school suspension for the remainder of the day.
- 3rd offense:** The students will be removed from class and the parent will be called. Student will be issued an out-of school suspension for 1 – 3 days.

## **MISCELLANEOUS ITEMS**

### **BOOK BAGS**

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 other students, unless doctor's orders dictate modifications for attendance, class work, etc.

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. 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.
2. 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
  - 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.
  - c. Four calendar weeks after delivery, the student will resume a normal school schedule.
3. If the student is physically unable to remain or return to school on the above time line the student, their parents and a district representative will meet to determine the appropriate accommodations.

### **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.

### **DIGITAL LEARNING/ON-LINE CLASSES**

At the discretion of the administration a student may be given the opportunity to take classes on line as part of a credit recovery program or for elective credit. Guidelines for this program will be available from the HS Guidance Counselor.

### **JUNIOR/SENIOR CLASS TRIP**

The Board of Education is responsible for approving or disapproving all "Senior Trips." **If a Junior/Senior Trip is approved, the juniors/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 and a Social Security Card
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 year and had the schedule approved and signed by his/her parents, seldom should there be the necessity for any change in the schedule. Since classes are offered on the basis of student requests, we will NOT make any changes to a student's schedule after the first day of each semester. **This is a change from previous policy.**

The ONLY way a student's schedule will change after the first day of school is if it is directed by a teacher or the office. This would come from the following reasons:

1. Error changes
2. Changes to meet graduation requirements
3. Classroom balancing
4. Subject-level changes based on teacher recommendations
5. Health reasons
6. Addition of a class in lieu of a study hall
7. To better a student's educational plan
8. To become a teacher/staff aide in lieu of a study hall

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 (14)** 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 6-12 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.

Students 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 personal property.

## 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).

*Tomado 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.

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.
12. Students riding a bus different from the one they were assigned must provide the HS office with a note from the student's parent or guardian. The note must then be signed by the principal. The signed note and an emergency medical form must be presented to the bus driver by the student before boarding the bus.

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.** At the end of each midterm and nine-weeks, the office will check each student's aides grades to determine his/her eligibility. Being an aide is a privilege you must earn. A student is only eligible to aide for one class period a day and teachers may only have two aides per day. (Except Phys. Ed)

## 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 dear to me;  
Tis the school we love the best  
May it e'er be best.  
Alma Mater—Alma Mater  
Hail to Leipsic High  
Faithful to thee we will be  
Always honoring thee

## CLASS OFFICERS FOR THE 2018 - 2019 SCHOOL YEAR

### Senior Officers

Pres.- Cole Rieman  
V.P. – Kacey Dulle  
Sec.- Claire Rigel  
Treas. – Carlee Siefker

### Junior Officers

Pres.- Aubree Schroeder  
V.P.- Lyndie Hazelton  
Sec.- Jackie Giron  
Treas – Lydia Apple

### Sophomores Officers

Pres. – Caitlen Flick  
V.P.- Reece Dulle  
Sec.- Aliyah Pardo  
Treas. – Ella Rigel

### Freshmen Officers

Pres. – Grace Douglas  
V.P. – Samantha Lenhart  
Sec. – Christiana Lojewski  
Treas. – Catherine Essinger

## SCHOOL CALENDAR FOR 2018 - 2019

August 15	Professional Development
16	Teacher Work Day (8 am – 2 pm)
16	Open House (6:15 – 7:30 pm)
21	First Day of School
September 3	No School – Labor Day
October 17	Parent/Teacher Conferences (3:15-8:30pm)
18	No School - Parent/Teacher Conferences-(8:00-5:15pm)
19	No School
November 21-23	Thanksgiving Break
December 24-31	Christmas Break
January 1-2	Christmas Break
21	No School- MLK, Jr. Day
February 18	No School-Presidents' Day
March 8	No School – Professional Development
April 19 - 22	Easter Break
May 19	Graduation @ 2pm
22	Last Day of School
23	Teacher Work Day

## HIGH SCHOOL GRADING PERIODS

1st Nine Weeks	8/21/18 – 10/26/18 (46 days)
2nd Nine Weeks	10/29/18 – 01/11/19 (44 days)
3rd Nine Weeks	01/14/19 – 03/15/19 (42 days)
4th Nine Weeks	03/18/19 – 05/22/19 (46 days)

### Possible Make-up Days

5/23/19 – 06/04/19