



Liberty-Benton High School

9190 C. R. 9

Findlay, Ohio 45840

(419) 424-5351 Phone

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www.noacsc.org/hancock/lb

Student Handbook 2009-2010

Principal	Brenda Frankart
Assistant Principal	Ben Gerken
Guidance Counselors	Michael Scoles and Joyce Jackson
Athletic Director	Dean Butler
Principal's Secretary	Pam Schimmoeller
Office Secretary	Eileen Rucki
Attendance Officer	Carole Martin
Transportation Coord.	Jeff Schimmoeller

Phone Numbers

High School Office (419) 424-5351

Athletic Director (419) 422-8721

Transportation (419) 422-9249

Board of Education (419) 422-8526

Student's Name: _____

Homerom: _____

Grade: _____

Dear Student:

On behalf of the faculty, we would like to welcome you to Liberty-Benton High School for the upcoming year. We look forward to assisting you in fulfilling your educational goals. Liberty-Benton has a history of outstanding academic and extracurricular accomplishments. We expect you to meet the goals which have been set, to carry on the tradition, and to make this a better place. You can benefit from being involved in the classes and programs that Liberty-Benton High School has to offer. If you encounter difficulties, seek out any of our trained staff, and we will do our best to help you. We are here to make your years in school as successful, yet educationally challenging, as possible. This handbook should serve as a source in answering questions pertaining to the day-to-day operation of the school as well as student behavior expectations. All students have a right to an environment that is conducive to learning so we must respect the rights of others throughout the school day. With the cooperation of all students and staff, this year at Liberty-Benton High School should be the best ever, and we welcome the opportunity to help our students proceed through their high school career.

Sincerely,
Ms. Brenda C. Frankart
Principal

**Liberty-Benton Local Schools
Vision Statement**

Liberty-Benton will strive to be the school of choice for excellence in education.

**Liberty-Benton Local Schools
Mission Statement**

We exist to equip all students for a life of learning and responsible, productive, rewarding citizenship in a caring and progressive environment.

**Liberty-Benton High School
Mission Statement**

The Liberty-Benton High School community is committed to developing and transforming all students into graduates with the skills and knowledge to succeed as productive, engaged citizens capable of continuous learning, by providing a caring and progressive learning environment.

**Liberty-Benton High School
Alma Mater**

*Dear Old Liberty-Benton High School
Trusted, tried and true,
Don we now our bright apparel
Singing praise to you.
Lift our hearts and lift our voices,
Singing praisefully,
Dear Old Liberty-Benton High School;
Hail-O-Hail to thee.*

Liberty-Benton High School
2009-2010 Calendar
(Tentative)

Aug.17 -	Teacher Workday
Aug. 18 -	Teacher Meeting Day
Aug.19 -	First Day of School
Sept. 2-7-	No School – Fair Break & Labor Day
Sept. 18 -	Two-Hour Delay for Collaboration
Oct. 12 -	No School – Teacher In-Service
Oct. 23 -	End of 1 st Nine Weeks
Nov. 2 -	Two-Hour Delay for Collaboration
Nov. 24 & 25 -	Parent-Teacher Conferences
Nov. 26 & 27 -	No School - Thanksgiving
Dec. 1 -	Two-Hour Delay for Collaboration
Dec. 21 – Jan. 1 -	No School - Winter Break
Jan. 4 -	Classes Resume
Jan. 15 -	End of 2 nd Nine Weeks
Jan. 18 -	No School – Martin Luther King Day
Feb. 15 -	No School – President’s Day
March 3 -	Two-Hour Delay for Collaboration
March 19 -	End of 3 rd Nine Weeks
April 1-5 -	No School - Spring Break
May 6 -	Two-Hour Delay for Collaboration
May 21 & 24 -	(Tentative) Senior Exam Days
May 27-	Last Day For Students & End of the 4 th Nine Weeks
May 28 -	Teacher Workday
May 30 -	(Tentative) Graduation Date

Make-Up Days For Weather/Calamity:
May 28, June 1, June 2, June 3, June 4, 2010

School Alert

To anonymously report concerns that are non-emergencies, call the Courier Info. Line at (419)421-8888. Enter 7238 for Liberty-Benton and leave a confidential message.

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REGULAR SCHOOL DAY SCHEDULE

Tardy Bell	7:43
1 st Period	7:46 – 8:36
2 nd Period	8:39 – 9:29
3 rd Period	9:32 – 10:22
4A	10:25 – 10:54
4B	10:57 – 11:26
4C	11:29 – 11:58
5 th Period	12:01 – 12:51
6 th Period	12:54 – 1:44
7 th Period	1:47 – 2:37

HOMEROOM / STRIDES DAY SCHEDULE

Tardy Bell	7:43
1 st Period	7:46 – 8:25
STRIDES	8:28 – 8:58
2 nd Period	9:01 – 9:40
3 rd Period	9:43 – 10:22
4A	10:25 – 10:54
4B	10:57 – 11:26
4C	11:29 – 11:58
5 th Period	12:01 – 12:40
6 th Period	12:43 – 1:22
Homeroom	1:25 – 1:55
7 th Period	1:58 – 2:37

TWO-HOUR DELAY SCHEDULE

Tardy Bell	9:43
1 st Period	9:46 – 10:20
2 nd Period	10:23 – 10:57
3A	11:00 – 11:35
3B	11:38 – 12:13
4 th Period	12:16 – 12:49
5 th Period	12:52 – 1:25
6 th Period	1:28 – 2:01
7 th Period	2:04 – 2:37

THREE-HOUR DELAY SCHEDULE

Tardy	10:43
1 st Period	10:46 – 11:16
2A	11:19 – 11:54
2B	11:57 – 12:32
3 rd Period	12:35 – 1:09
4 th Period	1:12 – 1:46
5 th Period	1:49 – 2:23
6 th Period	2:26 – 3:00
7 th Period	3:03 – 3:37

ACCIDENTS

Even though reasonable safety precautions are observed at all times, accidents involving students sometimes do occur during school hours. If a minor accident does happen, the teacher who is responsible for supervising this student, and the witnesses involved, complete a report in the office so the building principal is aware of the situation. However, if the accident is deemed serious, the proper steps are immediately taken in accordance with the student's Emergency Medical Card that has been completed by his/her parent/guardian at the beginning of the school year.

ANNOUNCEMENTS/NEWSLETTERS

Information to be printed in a newsletter or given over the P.A. must be approved by the office. Announcements should be clearly written and submitted on an announcement form for the daily announcements. Daily announcements are given at the beginning of first period and seventh period.

ASSEMBLIES/PEP RALLIES

Assemblies are designed to be both educational and enjoyable for students. Students should go quietly and orderly to the assigned areas and sit as directed for the assemblies and pep rallies. Students will be dismissed over the P.A. for these events, and the school rules are in effect at all times.

ATTENDANCE REGULATIONS

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within the first week of the school term, or within one week of the date on which the child begins to reside in the school district. The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school.

ATTENDANCE PROCEDURES

An important obligation of the school is to encourage regular attendance by the students which has a direct correlation to success in school. Attendance is taken in class each morning, and all absences are listed on the attendance sheet. Teachers then check for discrepancies throughout the day as they take attendance each period. These discrepancies are then dealt with by the building principal. For a student to leave school for a medical or court appointment, sickness, to go home, or for any other reason, the student needs a note or a phone call to the office from the parent/guardian, permission from the principal or designee, and must sign out. Specific details of the attendance requirements are listed in the board adopted "Attendance Policy."

Parents are required under law to notify the school when a student will be absent. This policy is to **call** the school before **9:00 A.M.** If a parent leaves for work early, a message can be left by calling 424-5351, the high school phone number. When a student returns from an excused absence, a note must be brought to school, and all missed work will be allowed to be completed. One day to make up work will be allowed for each day of absence. If a student is unexcused from school, no opportunity will be provided to make up missed assignments. Any student absent from school is not allowed to participate in any other school function that school day.

ATTENDANCE POLICY

I. Introduction

It is imperative that students be in attendance each school day in order to not miss a significant portion of their education. Much important learning results from active participation in the classroom and other school activities, which cannot be equally replaced with individual study.

The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

II. Definition of Terms

A. Excused absences/tardies include the following:

1. Personal illness and/or medical appointments
2. Severe illness in the immediate family
3. Death of a relative
4. Work in the home due to the absence of a parent or guardian
5. Religious observances
6. Other legitimate reasons which have received prior approval from the building principal – for example, necessary trips with parents
7. Acts of God

B. Unexcused absences/tardies include the following:

1. Car trouble
2. Oversleeping
3. Missing the bus
4. Shopping
5. Haircut, beauty shop, tanning appointment
6. Babysitting – unless an emergency
7. Suspension from school
8. Truancy
9. Any non-medical appointment
10. Any other absences not listed as excused

C. Truancy

Truancy is defined as a student deliberately not attending school because of an unexcusable reason. Usually, the parents are unaware of the student's absence during this time period. Furthermore, when a student fails to attend a class or study hall per his/her assigned schedule, he/she can also be considered truant.

D. Senate Bill 181 Requirements

1. Habitual Truant- Any student who misses 5 consecutive school days, 7 school days in a month, or 12 days in a school year that are unexcused. These students are reported to the Hancock County Truancy Officer and Juvenile Court.

2. Chronic Truant- Any student who misses 7 consecutive school days, 10 school days in a month, or 15 school days in a year that are unexcused. These students will be reported to the Hancock County Truancy Officer and Juvenile Court.

E. Leaving During The School Day

Students are not to leave school during the day for forgotten materials, books, uniforms, etc... The office will not grant permission for students to retrieve such items on school time, and missing any class to run such errands is unexcused. A student may call someone else to bring the items or may retrieve the items immediately after school. Students who leave school grounds without permission will face consequences as listed in the B-violations.

III. Attendance Requirements

- A. Any student who has been absent for less than one and one-half hours will be credited with an unexcused tardy if in the morning, unless written proof is provided from a doctor within three days that the student was seen in the doctor's office that morning. If the student misses less than one and one-half hours during the course of the school day for an appointment, written proof must also be provided within three days from a doctor to excuse the absence as medical. As listed for what is excused and unexcused, one can see that not all appointments are excused reasons to miss school.
- B. A student who has been absent from school for one and one-half to three and one-half hours will be credited with one half day of absence. (Excused or unexcused) This means a student must be in by 11:15 AM, stay until 11:15 AM, or complete three and one-half hours of the school day to earn a half-day in attendance.
- C. A student who has been absent from school for more than three and one-half hours will be credited with

one day of absence. (Excused or unexcused)

- D. Any student with more than twelve days of absence (excused or unexcused) from school during a semester grading period will not be granted credit for all semester courses on his/her schedule. The student will still receive the earned grades for the courses taken.
- E. Any student with more than twenty-four days of absence (excused or unexcused) from school during a school year will not receive credit for all courses on his/her schedule. The student will still receive the earned grades for the courses taken.
- F. The twelve and twenty-four day limitations will also apply to individual courses on the student's schedule. For example, if a student is only absent from his/her 3rd period class due to numerous reasons, he/she will not receive credit for this particular course when the prescribed limits are reached. The student will receive the earned grade for the course.
- G. A field trip, medical excuse from a doctor, a funeral of a relative, a court appearance, and a college visit do not count against loss of credits due to attendance if proper documentation is provided. If proper documentation is not provided, these days will count as regular absences. The school realizes that doctor appointments and court appearances are sometimes needed during the school day. A reasonable amount of time may be approved for the student to leave and return for these reasons.
- H. Students on field trips or attending a relative's funeral are still eligible for perfect attendance.
- I. Students participating in a State meet will be marked as a field trip for the absence. Non-participants attending a State meet may be marked as an excused absence when the event occurs during the actual school day. Non-team members are not excused to attend athletic events during the school day, unless it is a State level event.

- J. After 9 absences from school in a semester, a medical excuse from a doctor will be required to excuse the absence. Any individual unable to do so will be marked as unexcused for all additional absences.

IV. Procedure

- A. All attendance records will be kept and maintained in the administrative office. Upon entering and exiting the building, students must sign-in and out of the office.
- B. Teachers and students will follow the attendance procedures outlined in the Liberty-Benton High School Student/Parent Handbook.
- C. All teachers must keep accurate daily attendance records for their assigned classes in the grade books. When a student reaches the limits dictated in Item III, the teacher must notify the principal in writing on the available form in the main office.
- D. The building principal will issue a letter to the student and parent when absences become a problem.
- E. The building principal will issue an official letter to the student and parent when absences reach the point whereby the student loses credit for the courses. This notification will include an invitation to the parent to arrange for an administrative review.
- F. An administrative review will be scheduled if a parent (or student over the age of 18) contacts the principal regarding the loss of credit. Individuals included in this conference will be the student, parents, guidance counselor, and building principal. At this hearing, reasons for absences will be reviewed and a decision made on granting or withholding credit. (Note: a doctor's excuse will be mandatory for any absence over twenty-four days.)
- G. If the student and/or parents are still dissatisfied with the decision issued at the administrative review, they may appeal to the superintendent. Either party must contact the building principal within three school days so the appeal can be scheduled.

Excessive Tardiness To School And/Or Classes Per Semester

A student shall not be excessively absent or excessively tardy. The attendance policy applies to both absences and tardies. A student arriving late for school is to sign-in in the office and report directly to class to be counted tardy. In order to reduce the tardy problem to school, a detention plan has been established, and all tardies (excused and unexcused) apply to the plan.

- A) 3 tardies may result in one 30 minute detention.
- B) 5 tardies may result in one Saturday School, and parent letter
- C) 8 tardies may result in one day of in-school suspension, a parent letter, and the student may be denied the privilege to drive to and from school for the remainder of that semester.
- D) Every 3 tardies after 8 tardies may continue to earn a consequence of a suspension day.

MAKE-UP TESTS AND OTHER SCHOOL WORK

If a student misses a teacher's test due to excused absence, he/she should be ready to take the test on the day he/she returns to class. If he/she misses a proficiency test or other standardized test, the student should consult with the guidance counselor to arrange for taking the test. Excused absences allow students to make-up the missed work, and it is the responsibility of the student to obtain the missed assignments from the teacher and complete them in the appropriate period of time. Students will be provided one make-up day for each day of excused absence, and if the student is absent on the day of a test, the student should be prepared to take the test the day he/she returns.

VACATIONS

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make the necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

ILLNESS

If a student becomes ill during the school day, he/she should report to the office. If it appears to be a temporary situation, the student will be required to remain in class and will be monitored. If it appears more severe, contact will be made with the parents for their care. **This contact must be made in the office, and students are not to call parents to pick them up unless directed to do so by the office.** Only when students are awaiting their parents arrival or under extreme emergencies will students be permitted in the clinic. A school nurse is not available, and the clinic is not supervised. For these reasons, students will not be admitted to the clinic for minor illnesses. Students are not to miss class to be in the clinic. Students must return to class or be picked up to go home.

MEDICATION

Parents and doctors are encouraged to work out dosage schedules that do not require medicine to be dispensed at school whenever possible. When prescription medication must be dispensed at school, it must be presented in its original container and brought directly to the office upon arrival to school. A non-prescription bottle of medicine brought to school must have the student's name on the bottle. Office staff and administration will be the only ones permitted to dispense the medication, and all medication must be taken in the presence of a school official.

COLLEGE CAMPUS VISITATIONS

Students will be excused for necessary campus visitations to facilitate career planning. It should be emphasized that these are not simply "free days," but for the expressed purpose of gaining information about colleges when there is a definite interest. These visitations must be planned a week in advance, have the counselor's approval, have the parent's signature, and be finalized by the building principal. Students will then be required to return a signed form from the college official that is met with in order to be excused for the day. In general, juniors and seniors are allowed two such days, if necessary. College days are not allowed after May 1, and only five students may be out of the building for a

college visit on any individual school day.

AUTOMOBILE REGISTRATION

At the beginning of each school year, all students driving to school must register their vehicles with the office. A registration form must be completed. Frequent and infrequent drivers are to register all vehicles that will be driven to school. In this manner, it is easy to locate an owner of a vehicle when the need arises, and unauthorized vehicles using the parking lot can be identified and removed. Failure to register a vehicle, park correctly within the appropriate spaces, and follow safety procedures may result in the loss of driving privileges. Cars on school property may be searched to protect the safety of others. Any student who exercises the privilege of parking a vehicle on school grounds shall be considered to have given implied consent to a search of such vehicle at any time a search is requested by school administration. Failure to comply with a search will be considered insubordination, and the student will no longer be able to drive to and from school and park on school premises.

AWARDS

Students experience success in many positive areas during their years in school. It is only fitting that they be honored periodically for these accomplishments. In conjunction with this philosophy, students receive awards--trophies, pins, certificates, and letters--for their performances in both the academic and extra-curricular realm. An awards assembly is conducted at the end of the school year to honor students who have displayed outstanding accomplishments in the academic areas. After each athletic season, a banquet is held at which students receive appropriate awards. Furthermore, the various co-curricular and extra-curricular organizations present awards to deserving members for their performances throughout the school year. As is evident, students are frequently recognized for their positive contributions to the school. Students of the Month are selected each month from each grade. An honors banquet has been established to recognize those students who have a 3.5 grade point average or better in grades 9-12. We believe it is especially important to recognize

these high academic achievers. Students in grade 10 who have maintained a 3.75 GPA or above after their first semester will receive an academic letter. Additional awards of an academic bar and plaque will be provided if the average continues in grades 11 and 12, respectively.

CAFETERIA

A “closed lunch” policy is followed which means students are not to leave the school grounds to eat lunch or have fast food brought into the school. Visitors are not permitted.

Each day a nutritious “Grade A” lunch is served by our cafeteria staff. Besides this well-balanced meal, the students may purchase a variety of items--homemade cake, cookies, pie, hoagies, salads, chips, ice cream, etc... The food service personnel are open to serving suggestions.

Breakfast is served each morning until school starts. After the first bell, no more food sales are allowed during the day, except for severe medical emergencies involving a student needing food.

Improper behavior in the cafeteria will result in disciplinary action according to the adopted code, possibly removal from the cafeteria, refusal to be served for a period of time, required cleaning of involved messes on the students’ time, and possibly even suspension.

FREE AND REDUCED LUNCH PRICES

In order to insure that all students have the opportunity to eat a well-balanced school lunch, free and reduced lunch prices are provided to families that qualify. Parents who wish to enroll in this government supported program should file the required application at the beginning of the school year. All of the particular details of this program are available from the building principal.

CANCELLATION OF SCHOOL

When the weather or other circumstances dictate that it would be unadvisable to conduct classes, students and their parents are notified via the Findlay radio stations, WFIN (AM), WKXA (FM), and WBVI (FM). Since these stations are notified as soon as the

decision is made, calling the school, school personnel, or the superintendent is unnecessary. All attempts are made to notify the public as soon as possible so individual arrangements can be made at home.

It should be noted that a school district is allowed five “calamity” days each school year. After these days are utilized, a school district must take the necessary steps to make-up the additional days missed.

CLASS PROJECTS

In an attempt to build the class treasury for payment of major expenses such as the Junior-Senior Prom, classes have the opportunity to conduct fund-raising projects during the school year. For example, the junior and sophomore classes operate concessions at athletic contests and hold sales projects. After a class has decided on an appropriate project, approval must be obtained from the class advisors and building principal.

It is the present philosophy of our building principal that fund-raising efforts be kept to a minimum unless a definite need exists for the money that is solicited. All advisors must follow the adopted “Sales Policy.”

Also, any student or group of students planning to design, order, sell, and/or distribute shirts to be worn at school must have the shirts pre-approved by the principal. All such shirts, names, and logos must be school-appropriate.

CONFERENCES

When a problem arises that would benefit a person-to-person discussion, the building principal will request that parents come to school for a conference. These meetings are usually quite productive, and they aid the student and the school in solving the problem that has developed. After the conference is finished, a complete report regarding the conference is filed in the principal’s office. This information is consulted if another problem arises in the future. It should be noted that parents should not hesitate to initiate a conference with the building principal if they feel a need exists.

Conferences can also be valuable between a parent and teacher

in solving matters of classroom concern. One day in the Fall of the year is scheduled especially for these conferences. Furthermore, teachers are willing to consult with parents anytime the need arises. The inherent advantages of this personal contact should not be underestimated.

DANCES

All school rules and dress code policies apply at all school dances. Dresses for prom and homecoming may be strapless or with spaghetti straps, considering most formal wear is designed this way. However, attire should always be within reason for a school dance, and tank tops or bare chests are not acceptable. Glow sticks are not permitted. Middle school students are not permitted, and students bringing non-Liberty-Benton High School students must complete and submit a dance guest form in advance. While students are dancing, they must remain facing each other. Dancing behind one another is not permitted.

DISASTER DRILLS

So students are prepared for an emergency such as a fire, tornado, or crisis, definite procedures have been given to all teachers so that they are familiar with the procedures to be followed. Furthermore, periodically through the school year, practice drills are conducted so the entire school population is prepared for a real situation.

STUDENT RIGHTS AND BEHAVIOR STATEMENT OF POLICY

This policy is to comply with Sections 3313.66 and 3313.661 of the Ohio Revised Code as amended by Amended Substitute House Bill 421 passed by the Ohio Legislature and effective September 1, 1976.

A. Freedom of Expression and Assembly--

Included expression in written, verbal, and symbolic forms as long as such expression does not (1) endanger health or safety, (2) damage property, (3) disrupt the activities of others, or (4) is obscene.

B. Student Records Policy--

Student records shall remain confidential in accordance with the Family Rights and Privacy Act of 1974 which requires that: (1)

parents or guardians or students who have attained the age of 18 have the right to review their records and to challenge any items they deem inaccurate; (2) parents, guardians, or students who have attained the age of 18 shall give consent before records are made available to non-school agencies; (3) such records are made available to parents, guardians, or students over 18 no later than 30 days after the request for review has been made; and (4) such review is to be made on school property and in the presence of a principal or guidance counselor. Under the Patriot Act, schools are required to release student information to military recruiters. Please understand that under the Solomon Act, parents may opt out as long as no one else receives the student information either, including colleges, scholarships, etc... This law requires the release of student information to be all-or-none.

C. Protection from Unreasonable Search and Seizure--

Such search and seizure of individuals shall be conducted for specific items. General searches and seizures may be conducted if there is reasonable cause to believe that possession of any article(s) constitute: (1) a threat to the safety of others, (2) a violation of law, or (3) a disruption or interference with the educational process.

DISCIPLINE

A school cannot operate effectively and efficiently without reasonable rules and responsible students. It is the optimum situation when students accept this responsibility for conducting themselves according to such adopted standards. The majority of students normally do just that. However, it does become necessary at times for the classroom teacher and/or the building principal to become involved in the disciplinary procedures.

The classroom teacher is requested to handle routine problems which arise by a verbal reprimand, parent conference, or a detention period. (A detention is assigned for approximately 30 minutes. Students are given at least one day's notice so that parents can arrange transportation.) For recurring problems or serious violations, the principal is informed so that corrective measures can be taken. Some of the actions taken by the principal include: student conference, referral to the counselor, parent conference, detention, Saturday School, alternative school

placement, in-school suspension, suspension from school up to 10 days, or a recommendation to the superintendent for expulsion from school, or other things deemed appropriate by the administration. For serious and/or legal infractions, the proper authorities are also notified.

It should be stressed that at no time will open confrontations be tolerated from students to any school employee. If a student feels that he/she has been dealt with unjustly, the matter should be dealt with after class, after or before school, or brought to the attention of the principal.

A record is kept by the building principal of students who are referred to the office. This record can be consulted with repeated offenders for the proper action. In most cases, it is not necessary to carry the penalties to their limits because students are expected to improve their behavior.

The Liberty-Benton Board of Education adopted a revised "Student Code of Conduct" which is listed below.

STUDENT DISCIPLINE CODE

Any action judged by school officials to involve misconduct and not specifically mentioned in other sections, may be dealt with as insubordination, and consequences may be determined in a manner that determines a fair level of consequences when compared to similar offenses. The principal reserves the right to administer one or more penalties or to adjust the sequence of consequences depending on the severity or the frequency of the infraction by the student. The administration reserves the right to interpret items in the handbook for extreme situations.

Possession of Electronic Equipment, Including Cell Phones

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to use radios, CD players, portable TV's, pagers, cell phones, beepers, laser lights or pointers, handheld games, or other electronic devices, during the school day, without the permission of the principal. The property will be confiscated and held in the office, and disciplinary action will be taken. When electronic equipment is brought to school, it must be turned off and stored out of sight, unless prior approval has been

obtained from the principal. All electronic communication devices, including cell phones, that contain built-in cameras, are prohibited from locker rooms and bathrooms. If you bring electronic devices, such as cell phones, to school and it is confiscated, it may be searched for security purposes, and consequences may be issued accordingly. Items, such as cell phones, may be checked for text messages and photos to make sure class or school information was not used, released, or shared. Inappropriate information, messages, or photos will warrant consequences being issued for these inappropriate items, in addition to the following consequences for possession of the electronic equipment. The battery of an electronic device is ruled to be part of the device. A student may not remove the battery or lock the device to impede a search, or it is insubordination. In addition, the principal may refer the matter to law enforcement if the violation involves an illegal activity. The student who possesses the electronic equipment is responsible for its care. The school district is not responsible for preventing theft, loss, damage, or vandalism to any electronic equipment, including cell phones, that students choose to bring onto its property.

First Offense: Equipment may be returned to the student after school.

Second Offense: A parent must come in to retrieve the equipment.

Third Offense: The equipment is held in the office for 30 days.

Violation of Computer Acceptable Use Policy:

Suspension from school and/or the use of all computer equipment may occur for any student who violates the Liberty-Benton Computer Acceptable Use Policy.

Violations of the policy may include:

1st Offense: 3 days suspension and/or 2 week ban of computer privileges

2nd Offense: 5 days suspension and/or 9 week ban of computer privileges

Repeated Offenses: 10 days suspension, recommended expulsion, and/or permanent ban from all school computer

equipment and networks.

More serious violations to the policy that effect the network, student and/or staff information, and security of district equipment and/or information:

10 days suspension, recommended expulsion, and/or permanent ban from all school computer equipment and networks

“A” VIOLATIONS

1. Disruption of Class/School/Activity

A student shall not cause disruption or obstruction to the educational environment and process, including all curricular and extra-curricular activities.

2. Non-School Time Violations

A student shall not harass, vandalize, abuse, or be disruptive in any way toward school personnel during non-school time.

3. Dress and Appearance

Students and their parents are responsible for students' proper dress and personal appearance while at school. Any dress or grooming that interferes with the cleanliness, health, welfare, or safety of the students, or that disrupts the educational process by being distracting, indecent, or inappropriate, is expressly prohibited. Teachers and advisors of classes and activities may require dress and appearance standards that are more strict for participation in their programs or activities. Apparel portraying drugs, alcohol, tobacco, or questionable language is not permitted. If dress becomes objectionable, the principal will make a determination of the appropriateness of the attire as permitted by ORC 3313.665, and the principal's decision about dress code issues is final. The following are examples of inappropriate attire:

1. cut offs, spandex clothing, pajamas
2. tank tops with spaghetti straps or that reveal cleavage, mesh and/or bare midriff shirts. (All shirts must be long enough to be tucked into slacks, skirt, or shorts.)
3. Hats of any kind, bandanas, visors, and all other head coverings
4. Sunglasses
5. Clothing, patches, and buttons with drug, narcotic,

alcoholic, obscene, suggestive or questionable messages. Specific examples include “Johnson t-shirts,” “Hooter’s shirts”

6. Torn clothing that is revealing is inappropriate. There are to be no holes, tears, thread-bare, or patched jeans, pants, or skirts.
7. Outdoor coats and jackets are not to be worn during classes.
8. Attire and/or jewelry that depicts or suggests gangs, jails, violence, weapons, or hate speech
9. All pants must be worn at the waist. No low rise pants. All outerwear must cover underwear.
10. Any chain that has the potential of causing harm or distraction.
11. Shorts, dresses, and skirts must be long enough to extend past the fingertips as the student’s hands are stretched down their side.
12. Students are not to carry lighters or matches.
13. Shoes must be worn at all times.

4. Public Display of Affection

Students shall not at any time under school jurisdiction make any inappropriate display of affection toward another student or school employee as per the discretion of the staff member witnessing the action.

5. Falsification of Information, Identification, Forgery

Forgery of hall passes, bus passes, and excuses as well as false I.D.’s are forms of lying and are not acceptable.

6. Aiding or Abetting Violation of School Rules

If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. The principal has the right to increase consequences based upon the seriousness of the action.

“A” VIOLATION PENALTIES MAY BE:

- | | |
|-----------------|-------------------------------------|
| First Offense: | Detention |
| Second Offense: | Saturday School |
| Third Offense: | Suspension; in-school/out-of-school |

Repeated Offenses: More suspensions and possible recommendation for expulsion

“B” VIOLATIONS

1. Damage To School Property

A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials.

2. Damage to Private Property

A student shall not cause, incite, or attempt to cause damage to private property or school premises or at any school activity on or off school grounds. This includes misconduct by a student that occurs off of property owned or controlled by the district, but that is connected to activities or incidents that have occurred on property owned and controlled by the district.

3. Theft/Unauthorized Possession

A student shall not take or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the district.

4. Inappropriate Language/Literature/Behavior

No student shall use foul, obscene, or derogatory language, gestures, or noises directed toward or about other students or school personnel; or possess, sell, disseminate, or otherwise distribute any pornographic materials to other students or school personnel; or behave inappropriately in any distracting or rude manner.

5. Falsification of School Work, Cheating, Plagiarism, Unauthorized Use of Information

Plagiarism, falsification of school work, unauthorized use of information, and cheating are subject to student academic penalties as well as disciplinary action. This policy includes the use of any device to bring unauthorized information to graded material (test, quiz, paper,...) and/or the passing of information on to someone else. Besides disciplinary consequences, the student should receive a zero for the grade on the assignment or test involved. This policy also means that students are responsible for protecting their passwords and access to their computer use.

6. Insubordination/Disobedience/Failure to Follow Reasonable Instructions From Staff

School staff members are acting “in loco parentis,” which means they are allowed by law to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic insubordination/disobedience can result in expulsion.

7. Leaving School Grounds/Cutting Classes

A student shall not leave school grounds without prior permission from both the office officials and a parent. A student shall not cut class, lunch, study hall, or any assigned activity such as an assembly, pep rally, etc...

Also, if a student misses ten minutes or more of a class with unknown, unexcused whereabouts, the student is considered as a class cut for that period of time. Nothing in this building can justify students being unaccounted for for ten minutes of time.

8. Disrespect

A student shall not show lack of respect or be rude to any staff member or school employee.

9. Horseplay

Two or more students acting in an unruly, boisterous, or rough manner that may be harmful to others and/or school property.

“B” VIOLATION PENALTIES MAY BE:

- First Offense: Saturday School
- Second Offense: In-school Suspension
- Third Offense: Out-of-school Suspension
- Repeated Offenses: Suspensions

Note: Legal action, if applicable, may be used, and repeated offenses may result in recommendation for expulsion.

“C” VIOLATIONS

1. School Transportation

All students within the district are provided transportation to and from school by school buses. To insure the proper safety of all students while riding the buses, the following Rules of Conduct have been developed by the Superintendent in cooperation with the Transportation Supervisor and the school bus drivers:

- a) Use of profanity is not permitted.

- b) All students shall be seated at all times.
- c) Eating is not permitted on any bus at any time.
- d) Arms, legs, hands, heads, etc..., shall not protrude from the windows.
- e) Fighting, loud talking, etc..., is not permitted.
- f) Animals, weapons, flammables, etc..., are not permitted to be transported on the bus at any time.
- g) The driver shall be in charge of students at all times.
- h) Marking, cutting, writing on, or otherwise defacing the interior of the bus is not permitted.
- i) Electronic devices, such as cell phones, ..., are not to be used on the bus. They must be turned off. MP3 players, iPods, and other music devices are permitted as long as headphones are used, and volume levels are acceptable.
- j) Students not complying with the Rules of Conduct are subject to removal from the bus for an appropriate period of time. Students are still required by law to attend school during periods of bus suspension. In order to maintain closer supervision of bus behavior, a bus discipline policy

will be established with warning and discipline notices being sent home when problems occur.

It is important to note that if a student wishes to get on or off the school bus at a stop other than his/her regular stop or ride another bus, a note from the parents should be given to the principal for approval. The bus driver will then be notified by the principal's office. Penalties listed apply to bus suspensions.

2. Extremely Inappropriate Language/Behavior Toward School Staff

No student shall use foul, obscene, or derogatory language, gestures, or noises directed toward school staff, as determined by the principal. This includes misconduct by a student, regardless of where it occurs, directed at a district official or employee, or the property of such official or employee.

3. Unauthorized Use Of or Adjustment to Records

Unauthorized use of or adjustment to student, staff, or school records by altering documents in the hard copy, on the internet, or on the computer is prohibited.

4. Reckless Driving By Students

A student who drives to school must follow all parking and driving regulations on school grounds or in the vicinity of school vehicles. Reckless operation of a motor vehicle will not be tolerated, and all students must comply with basic safety regulations. The penalties listed apply to driving privilege suspensions.

5. Physically Assaulting a Staff Member/ Student/ Person Associated With The District

Physical assault of a staff member, student, or other person associated with the district, that may or may not cause injury, is not permitted. Injury to a staff member may result in charges being filed. As always, additional days of suspension may be assigned based upon the severity of the action.

6. Threatening or Intimidating a Staff Member/Student/Person Associated With The District

Any statement or noncontact action that a staff member, student, or other person associated with the district feels to be a threat will be considered a verbal or written assault. Any profanity directed toward a staff member in a threatening tone will be considered as a threat. A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten physical violence or coerce by any means any student, teacher, school employee, or visitor. Intimidation may include, but is not limited to, threats used to extort money or any other item of value from another student or person.

7. Harassment, Intimidation, or Bullying

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any forms of speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct that constitutes harassment may take different forms, including but not limited to the following per ORC 3301.22:

Sexual Harassment

A. Verbal

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.

B. Nonverbal

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

C. Physical Contact

Threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, pushing the body, or coerced sexual contact with a fellow student, staff member, or other person associated with the district.

Gender/Ethnic/Religious/Disability Harassment

A. Verbal

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc... toward a fellow student, staff member, or other person associated with the district.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

B. Nonverbal

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.

C. Physical

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district

should contact the building principal to report any harassment incident.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Hazing by any school group or individual, club, or team is not permitted. This includes any form of initiation that causes or creates a risk causing mental or physical harm, regardless of how willing the participant may be. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained by this policy. Violation may lead to suspension, expulsion, and/or legal action as contained in ORC 2307.44.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

8. Fighting/Hitting/Unauthorized Touching

A student shall not initiate or participate in any form of physical confrontation on school grounds, at any extracurricular activity, or school function.

9. False Alarms, False Reports, and Inciting Panic

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank, is a dangerous stunt that is against the law.

“C” VIOLATION PENALTIES MAY BE:

First Offense:	3 days out-of-school suspension
Second Offense:	5 days out-of-school suspension
Third Offense:	Proof of intervention with a proper agency and 10 days out-of-school suspension
Fourth Offense:	10 days out-of-school suspension with recommendation for expulsion
Repeated Offenses:	Suspension and possible recommendation for expulsion

Note: Legal action will be taken if appropriate.

“D” VIOLATIONS

1. Use of Tobacco

Smoking and other tobacco uses are a danger to a student’s health and to the health of others. The school prohibits the sale, distribution, use or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Students who smell of tobacco may be investigated for use or possession.

“D” VIOLATION PENALTIES MAY BE:

First Offense:	Saturday School
Second Offense:	3 days out-of-school suspension
Third Offense:	5 days out-of-school suspension
Repeated Offenses:	Suspensions

“E” VIOLATIONS

1. Narcotics, Alcoholic Beverages, and Stimulant Drugs

The school has a “drug-free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and form of school transportation. This means that any activity- sale, possession of, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This prohibition applies to any drug-related paraphernalia. If caught, the student could be suspended or expelled, and law enforcement officials may be contacted.

Students who show evidence of having consumed drugs or alcohol, or who are in possession of a “mood modifier” and/or drug related paraphernalia, or who smell of alcohol or other drugs, will be immediately removed from classes pending further investigations. A student shall not consume any alcoholic beverages, intoxicants, or drugs of abuse at any time before the student’s arrival at school or at a school sponsored activity. A student who is an alcoholic may still not use or possess alcohol. A school expulsion is possible. If a student attends a rehabilitation center for an evaluation at the expense of the parents and completes the process, the 10 days of suspension can be reduced to a minimum of 3 days. If this process is not completed fully, the remainder of the suspension days will be issued. This reduction in suspension may only be used one time per student.

“F” VIOLATIONS

1. Possession of a Weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon, or an object converted from its original use to an object used to threaten or injure another, or any object indistinguishable from a firearm. This includes, but is not limited to, padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing

evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on district property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law requires that a student be expelled from school for a period of one (1) year if he/she brings onto or has in his/her possession on school property or at a school-related activity of any of the following:

A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such destructive items

B. any cutting instrument consisting of a sharp blade fastened to a handle

C. any similar object that is intended to invoke bodily harm or fear of bodily harm

2. Use of an Object As a Weapon

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or cause for civil action. This violation may subject a student to expulsion and possible exclusion.

3. Unauthorized Fire

No student shall willfully and/or maliciously burn or attempt to burn all or any part of private or school property. No open flames of any sort are permitted while on school property. This violation may subject a student to suspension, expulsion, and/or possible exclusion.

TRUANCY

A student when absent from school, class, or other assignment without prior knowledge of the office or permission of his/her parent and school is truant. Truancy is a serious offense and subject to severe penalty. The penalty for truancy is Saturday School, suspension, or expulsion, and the offenses are filed through the county truancy officer.

Step I - First Truancy

1. The parents or guardians shall be notified by letter and may be asked to come to the school for a conference with the principal.

The educational and legal aspects of regular attendance may be reviewed.

2. The student may be referred to a counselor and/or school psychologist for appropriate counseling.
3. The student may be assigned a Saturday School or other disciplinary measures.

Step II - Second Truancy

1. The student may be suspended up to a maximum of three (3) school days at the discretion of the principal. Other disciplinary action may be substituted.
2. The student may be referred to the appropriate person or agency for further counseling.
3. The parent or legal guardian shall be notified by letter of the truancy and the legal forms, Warning to Child and Notice and Warning to Parent or Guardian, will be served by the Attendance Officer.
4. The parent(s) will be requested to come to school for a conference with school authorities.

Step III - Third Truancy

1. The attendance officer will notify the juvenile court, secure pertinent data from principals, complete appropriate forms, and a pre-court conference will be held. (If a student has had former court appearances, the attendance officer may notify Juvenile Court of present violations.)
2. Parents will be notified and requested to attend the pre-court conference along with other specified personnel.
3. The student may be referred for further counseling.
4. The student may be suspended up to a maximum of five (5) school days. Other disciplinary action may be substituted.
5. A student may lose the privilege to obtain or maintain a driver's license.

Step IV - Fourth Truancy

1. The student may be suspended for up to ten (10) school days. Other disciplinary action may be substituted.
2. The Juvenile Prosecutor, or appropriate court personnel, will be notified and such action as stipulated in the pre-court conference will be initiated.

Step V - Fifth Truancy

1. The student may be recommended for a suspension of up to ten (10) school days.
2. The student may be recommended for expulsion.
3. The Juvenile Prosecutor may be notified.

REPEATED VIOLATIONS OF DIRECTIONS, POLICIES, RULES, ETC...

Students who continually fail to comply will be subject to discipline at the discretion of the principal.

DEFINITION OF TERMS

1. **Warning**--This is a statement to a student during a minor infraction that continued behavior will result in a more serious penalty. This usually occurs in the classroom for the initial offense.
2. **Detention**--Some teachers utilize before and/or after school detention for students who misbehave in classes or fail to complete assignments. This is normally for a period of 30 minutes, and the student is given at least a day's notice for the detention.
3. **Parent Conference**--A conference can be called at any time to discuss and review classroom or school-wide behavior concerns.
4. **Saturday School**--A Saturday School program from 8:00 A.M.-11:00 A.M. will be used to deal with certain discipline situations and conduct infractions. Saturday Schools are held in the cafeteria in an orderly and quiet fashion. Students are required to bring work to do, or they may be sent home and face suspension. Guidelines will be included in the student's disciplinary notice and will be posted. Failure to serve a Saturday School may result in a 2-3 day out-of-school suspension.
5. **In-School Suspension**--This consists of a student being confined in isolation during the school day and not attending classes. While in this position, the student is required to keep up on daily assignments and take all missed tests or quizzes. Any student who is uncooperative and removed from in-

school suspension may be out-of-school suspended.

- 6. Alternative Opportunity Center--**This consists of a student being assigned to the county unit for short term, 1-10 days, or long term, over 10 days. While in this position, the student is required to keep up on daily assignments and take all missed tests and quizzes. This can be used as an alternative before out-of-school suspension is used. While placed at the alternative school, a student may not be on school grounds, or attend any school or extra-curricular activities, home or away.
- 7. Suspension--**This is considered the most severe penalty imposed by the principal. It is from one to ten days in duration, and students suspended are to remain under their parents' direction while not attending school or extra-curricular activities. Students suspended from school will receive zeroes (0)/F's for all work missed, and the absence will be unexcused. Suspension may be given for all warranted reasons while on school grounds or at any school activities. Students may request and complete the missed work to understand the missed material, but this work will not be counted for points.
- 8. Expulsion--**Only the superintendent of schools may expel a student from school. This expulsion can be for a period up to 90 days and in some cases for an entire year. Normally, a student is expelled upon the recommendation of the principal although it can be initiated by the superintendent. Also, if a student has done something to warrant expulsion, the expulsion hearing must occur before any other school can enroll the individual. Expulsion may occur for any warranted reasons that occur on school grounds or at any school activities. Credits are denied for high school courses taken during the expulsion period, including college courses taken for high school credit.
- 9. Extra-Curricular Suspension--**An advisor has the right to suspend a student from participation in an extra-curricular activity due to violation of applicable rules.
- 10. School Safety Zone--**The school building, school property, school bus, or anywhere a school activity is taking place. For safety reasons, there is Zero Tolerance of inappropriate actions

and behaviors, and consequences will be issued.

- 11. Discipline Assigned By The Vocational School--L-B**
students will receive matched consequences at Liberty-Benton High School for any disciplinary actions assigned for inappropriate actions or behaviors at the vocational school.

DUE PROCESS

Due process for suspensions, expulsions, and removals will be in accordance with Section 3313.66 of the Ohio Revised Code.

18-YEAR-OLD STUDENTS

Eighteen-year-old students must comply with all rules and regulations of Liberty-Benton High School, and therefore, all handbook policies do apply.

FOOD & BEVERAGE GUIDELINES

No eating or drinking is allowed in the classrooms or hallways at any time. Students who bring food items to school must report directly to the cafeteria to consume or dispose of it. Packed lunches may be stored in students' lockers, but they should remain unopened.

HONOR ROLL GUIDELINES

All A's--Students who attain all A's for a grading period will be recognized.

3.2 Honor Roll--Students who attain at least a 3.2 GPA for a grading period without a grade below a C- will be recognized. (No D's or F's are permitted.)

GRADE AVERAGE PLAN (NINE WEEKS PLAN)

A. In computing the semester averages and the final average of a class, an average will be determined using numerical nine weeks' grades and semester exam grades. The grading scale is

A+ 100	B- 85-83	D 69-66
A 99-96	C+ 82-80	D- 65-63
A- 95-93	C 79-76	F 62.9-59
B+ 92-90	C- 75-73	
B 89-86	D+ 72-70	

- B. We are using a nine week grading plan in order to give our students more of an opportunity to raise grades after the interim period. Also, the nine weeks' plan puts more value on classroom performance, rather than the exam grade.
- C. Values for semester grades will be as follows:
- | | | |
|----------------------------|----------------------------|-------------|
| <u>1st N.W.</u> | <u>2nd N.W.</u> | <u>Exam</u> |
| 40% | 40% | 20% |
- D. Values for year grades will be as follows:
- | | | | | | |
|-----------------------|-----------------------|-------------|-----------------------|-----------------------|-------------|
| <u>1st</u> | <u>2nd</u> | <u>Exam</u> | <u>3rd</u> | <u>4th</u> | <u>Exam</u> |
| 20% | 20% | 10% | 20% | 20% | 10% |
- Note:** The final average is computed from all grades and not the average of the two semesters.
- E. In a semester course, two F's out of three grades equal an automatic failure for the course.
- F. In a full year course, four F's out of the six grades equal an automatic failure for the course.
- G. G.P.A. is based on the 4.0 grading scale, and the accumulative G.P.A. is calculated from the semester averages.
- H. Examples of calculating grades are posted on the Edline website for students and parents review.

GRADE CARDS

At the end of the grading period, students are given grade cards that reflect their current performance in the subjects they are taking. These grade slips are then taken home to the parents for their review. All students receive grade cards each reporting period unless they have some unpaid financial obligation to the school. Grade slips are held for failing to pay class dues, library fines, program fees, or other obligations. When the payments are made, the grade cards are immediately released to the students.

When parents have questions or concerns regarding any grades received, they should contact the appropriate teacher, or they should contact the guidance counselor so a conference can be arranged. It is the goal of a school that each student earn the highest grades possible, and parental involvement in achieving this goal is appreciated. It should be noted that any student receiving an F average in a semester or year course will fail the course.

GRADUATION REQUIREMENTS

For a student to graduate from Liberty-Benton High School, all state and local requirements must be met. The total units of credit needed are 21 credits. Specific requirements include:

English-Language Arts--4 credits

Mathematics--3 credits

Science--3 credits

Social Studies--3 credits (America & The World I/II, America & The World III/IV, Government I/II)

Health & P.E.--1 credit

Business, Technology, Fine Arts, or Foreign Language--
1 credit or 2 half credits

Electives--Sufficient to meet total requirements

All students must maintain at least five and one-quarter academic credits per year to be classified as full-time students.

Students and parents are encouraged to constantly monitor requirements for graduation and the progress toward reaching such requirements. This will also be done by the school. Any student who does not have all requirements fulfilled at the time of commencement will not be allowed to participate in the graduation exercises. This includes passage of the proficiency or OGT tests.

HONORS DIPLOMA

For the Class of 2010, the student who completes the college-preparatory curriculum in high school must meet any eight of the following nine criteria:

1. Four units of English
2. Three units of mathematics that include Algebra I, Algebra II, and geometry or complete a three-year sequence of courses that contains the equivalent content
3. At least three units of science that include instructional emphasis on the physical, life, and earth and space sciences
4. Three units of social studies
5. Either three units of one foreign language or two units each of two foreign languages
6. One unit of fine arts
7. Either one unit of business/technology and two additional units in (1) through (6) above, or earn three additional units in (1)

through (6) above

8. Maintain an overall high school grade point average of at least 3.5 on a 4.0 point scale through the first semester of the senior year
9. Obtain a composite score of 27 on the ACT test or a composite score of 1210 on the SAT test

For the Class of 2010, the student who completes an intensive career-technical education curriculum in high school must meet any nine of the following ten criteria:

1. Four units of English which may include one unit of applied communications
2. Three units of mathematics which should include algebra and geometry or a sequence of courses that contains the equivalent content
3. Three units of science that develop concepts for the physical, life and earth and space sciences
4. Three units of social studies
5. Two units of a foreign language; or two units of business/technology; or one unit of each
6. Three units in the student's career-technical education curriculum
7. Two additional units in (1) through (6) above, or in fine arts
8. Maintain an overall high school grade point average of at least a 3.5 on a 4.0 point scale through the first semester of the senior year
9. Complete a career passport that reflects achievement of the occupational proficiency benchmark established for the Ohio Vocational Competency Assessment or the equivalent
10. Obtain a composite score of 27 on the ACT test or a composite score of 1210 on the SAT test

For the Classes of 2011 & Beyond, the student who completes the college-preparatory curriculum in high school must meet any seven of the following eight criteria:

1. Four units of English
2. Four units of mathematics that include Algebra I, Algebra II, geometry and another higher level course or complete a four-

- year sequence of courses that contains the equivalent content
3. At least four units of science that includes one unit of physics and one unit of chemistry
 4. Four units of social studies
 5. Either three units of one foreign language or two units each of two foreign languages
 6. One unit of fine arts
 7. Maintain an overall high school grade point average of at least 3.5 on a 4.0 point scale through the first semester of the senior year
 8. Obtain a composite score of 27 on the ACT test (excluding the optional writing test) or a composite score of 1210 on the SAT verbal and mathematics sections (excluding the required writing section)

For the Classes of 2011 & Beyond, the student who completes an intensive career-technical education curriculum in high school must meet any seven of the following eight criteria:

1. Four units of English
2. Four units of mathematics which shall include Algebra I, Algebra II, geometry and another higher level course or a four-year sequence of courses that contains the equivalent content
3. Four units of science including one unit of physics and one unit of chemistry
4. Four units of social studies
5. Four units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to post secondary credit. If the student's program design does not provide for any of these outcomes, then the student must achieve the proficiency benchmark established for the applicable Ohio career-technical competency assessment or the equivalent
6. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment (available at http://www.webexam.org/info_docs.asp) or equivalent assessment aligned with state-approved and industry validated

technical standards

7. Maintain an overall high school grade point average of at least a 3.5 on a 4.0 point scale through the first semester of the senior year
8. Obtain a composite score of 27 on the ACT test (excluding the optional writing section) or a composite score of 1210 on the SAT verbal and mathematics tests (excluding the required writing section)

VALEDICTORIAN HONORS

To be eligible for valedictorian honors, students must earn the highest ranking grade point average after seven semesters, accumulate a total of at least eighteen college preparatory core classes during grades 9-12, carry an academic load of at least four college preparatory core classes during their senior year, maintain good attendance, and have no issued suspensions.

Students with the title of valedictorian receive special recognition such as county banquets, “Best of the Class” commercials, etc...

High school courses counting as college preparatory core classes include: English 9, 10, 11, 12; Algebra I, Geometry, Algebra II, Pre-Calculus, Calculus; Physical Science, Biology, Chemistry, Chemistry in the Community, Anatomy, Physics, Ecology; World History I/II, America and the World I/II/III/IV, Government I/II, Economics, Sociology; Spanish I/II/III/IV/V; French I/II/III/IV/V; post-secondary options classes, and similar classes transferred from other schools.

ATHLETIC ELIGIBILITY

To be eligible, a student-athlete in grades 9-12 must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period, and not have two F’s within that one quarter. An incoming freshmen must have passed 75 percent of all courses enrolled during the preceding grading period of the eighth grade year. For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for the lack of enough courses taken the preceding grading period.

Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility.

Students are responsible for keeping track of their athletic eligibility and meeting the necessary requirements.

EXAMS - EXEMPTIONS - PERFECT ATTENDANCE

Exams will be given each semester and included within the semester grade. Exams will be given within two school days with lengthened periods of time, and exams will be scheduled by assigned days for various class periods. Students are not permitted to leave until all exams are completed. Exam days are viewed as regular school days.

Seniors may earn second semester exam exemptions based on all grades, discipline, and attendance for their entire senior year, with the possibility of earning enough exemptions for all of their classes.

Sr. Exemptions Based On Grades: (This is based on all grades for the year on the grade card, including the exams, after the first three quarters of the school year.)

All A's = 4 exemptions

All A's and B's = 3 exemptions

All A's, B's, and C's = 2 exemptions

Sr. Exemptions Based On Discipline:

No Referrals of Any Kind = 2 exemptions

No Referrals More Than A Detention = 1 exemption

Sr. Exemptions Based On Attendance: (with no more than 3 tardies per semester)

Perfect Attendance All Year = 2 exemptions

Perfect Attendance One Semester = 1 exemption

*** These exemptions are earned!!!

EXTRA CREDIT

Teachers may choose to provide students with opportunities to earn extra credit points, and all extra credit is to be awarded for

things that are academic in nature only.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character by which they were selected.

Membership is open to juniors and seniors who have been in the school the equivalent of one semester. The student must have a minimum grade point average of a 3.2 on a 4.0 point scale. Eligible juniors and seniors will receive an application form from the chapter advisor in the Fall of each year. Students must provide documentation on the application that they have been involved in leadership activities and have provided service to others. They must be known to the selection committee to be of good character. The selection committee consists of five staff members, from a variety of disciplines, covering the major subject areas. Candidates receiving a majority vote of the selection committee will be inducted into the chapter. The students are notified by the chapter of the selection committee decisions. The induction ceremony is held in the Fall and is a county-wide induction ceremony.

A National Honor Society member who transfers from another school and brings a letter of verification from the chapter advisor at his/her previous school shall be accepted automatically as a member in the L-BHS chapter.

The chapter advisor reviews the standing of members periodically. Any student who no longer meets the eligibility requirements in any of the four areas will be sent a warning letter and will have one semester to correct the area of deficit. In the case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned. If the student does not meet the standard at the end of the warning period, then he/she will be dismissed from National Honor Society membership. Any student who wishes to appeal decisions made by the selection committee must do so by meeting with the principal under the same rules for disciplinary appeals. Members who resign or who are dismissed are never again eligible for membership.

EARLY GRADUATION

Each school year, one or two students elect to graduate early. If a student wishes to pursue this alternative, he/she must obtain a “Request for Early Graduation” from the building principal. The board of education has adopted the following rules regarding early graduation:

- A. Written requests should be completed after the end of the sophomore year.
- B. A student should have at least a C average to be considered.
- C. Early graduates whose requests are approved prior to the beginning of the junior year will be given full senior class status and responsibility upon final approval. (This would mean prom, yearbook, senior pictures, and senior trip.) Early graduates will not carry over a share of class resources from their original class and will not participate in graduation ceremonies unless all requirements are fulfilled.

POST-SECONDARY OPTIONS

Public high school students may enroll in college courses for high school and/or college credit. Students who are interested in participating in this program must come to a mandatory meeting with their parents. This meeting is held by the end of February each year. At this group meeting, students and parents will learn about the possible risks and benefits for participants. After this group meeting, parents must sign a form indicating that they intend for their student to pursue this option. Then, they must contact the guidance counselor by March 30 to set-up an individual conference. At this conference, the student will indicate which college he/she wishes to attend and which course(s) he/she would like to schedule. Applications must be completed and sent to the college with a transcript and course selection form. Students must meet admissions criteria at the college he/she wishes to attend.

At the University of Findlay (for example), all interested students in grades 9-12 must have a minimum of a 3.0 GPA. Freshmen and sophomores must also have successfully completed all required proficiency exams. Students are allowed to take 100 or 200 level courses.

At Owens Community College, applicants must have at least a 3.0 GPA in the subject area in which they wish to take courses. They must also achieve the scores on ASSET, an assessment provided at Owens, needed for recommendation into college level classes at Owens. Applicants may waive ASSET if they have the comparable scores on the ACT.

Students and parents also must sign a form indicating their intent to participate in this program. Grades from college courses are calculated into the accumulative GPA in the same manner as courses taken in the high school.

Depending on the option the student and parents chose, this program is available at no cost to the student or parents. With a failing grade in the PSO class or with an expulsion from the high school, the student/parent become responsible to pay for all educational costs, and will be required to reimburse Liberty-Benton Local Schools.

INTERIM REPORTS OF CLASSROOM PERFORMANCE

Since a goal of the school is to aid students in attaining academic success, the fifth week of each grading period is designated as the time when Interim Reports of Classroom Performance are sent home to the parents. These notices indicate to the parents if a student's classroom performance in particular areas is below average, and if so, a diligent effort is required to achieve an acceptable evaluation. These reports indicate not only areas that need improvement, but they also outline areas in which the student is experiencing success. It is hoped that by building on these strengths, the student will be able to correct his/her deficiencies. Again, parents are encouraged to contact the teachers or the building principal to discuss these reports when they are received during the school year. This report is just an additional avenue by which the school attempts to communicate with the home.

EIGHTH GRADE CREDITS

Incoming freshmen receive credit for some identified course work taken as an eighth grade student if it meets the specifications in Senate Bill 55. These credits cannot apply toward valedictorian status.

REPEATED COURSES

When a student repeats a course that has already been passed, the first passing grade is the one that factors into the grade point average, and a second credit can not be issued for the same class. Basically, a student should only repeat a course if required to meet a prerequisite or to gain a better understanding of the material.

GUIDANCE SERVICES

Many essential services are provided by the guidance counselor. Some of the primary reasons for visiting the guidance counselor are the following:

- A. to obtain information regarding college planning
- B. to obtain information regarding vocational planning
- C. to interpret standardized test results
- D. to aid in solving learning difficulties
- E. to assist in registration of courses
- F. to aid in dealing with personal problems
- G. to assist in obtaining financial aid
- H. to strengthen student-teacher relationships

Since an “open door” policy is maintained, the guidance counselor is available for conference with students and parents at any time during the school day. Parents and students are encouraged to explore this avenue when the need arises.

SCHEDULING

In an attempt to better meet the individual needs of students and to assure that parents are involved in their son/daughter’s registration for classes, the following procedure will be utilized in scheduling:

- A. In early Spring, course descriptions are made available to students for the next year’s classes. This should be studied with the aid of teachers, the counselors, and parents, keeping in mind prerequisites and a logical sequence of courses leading to fulfilling all requirements.
- B. A computer scheduling plan will be used to accommodate our student body.
- C. The guidance counselor will maintain a credit check for students and work closely with the principal to develop a master schedule.

- D. It should be noted that all attempts are made to meet the students' needs, but it is impossible to accomplish this 100 percent of the time.
- E. Educational Option Plans are available and coordinated by the guidance counselor. Students and parents must have a conference with the guidance counselor and must observe the necessary deadlines.

SCHEDULE CHANGES

Schedules are carefully developed for each student based upon student requests, which are signed by parents. After the school year starts, schedule changes should be rare. Schedule changes may be done for valid educational reasons only, and schedule changes will be recorded as a WD/fail on grade cards and transcripts after the second week of a course. Schedule changes may only occur with the approval of the principal and teacher.

FEE SCHEDULE

Due to the amount of consumable supplies used in some areas, the payment of fees is required. These include most academic classes such as art, home economics, industrial arts, science, English, business, computer science, and vocational agriculture. This schedule is revised annually to reflect the amount needed. These fees should be paid as soon as possible and definitely by the end of the first quarter of school. Anyone having difficulty in this area should contact the building principal. Not paying fees may result in grade cards and diplomas being held.

All students are charged in their school fees for a handbook planner. Replacement handbooks may be purchased, but due to the limited number available and the costs for reprinting more, replacement handbooks increase in cost. The first handbook is at regular price, but each additional handbook increases an additional five dollars. **Each student should make a point to record their name several places within his or her handbook.**

EMERGENCY PROCEDURE FORM

At the beginning of the school year, each parent is asked to complete an emergency procedure card. This card provides all the

necessary information (including parent consent) that is required for the school to take action in case an individual emergency arises. This form must be completed yearly, and it is a very important part of the student's records.

EXTRA-CURRICULAR (CO-CURRICULAR) ACTIVITIES

A student's school years are usually much more rewarding if he/she becomes involved in student life outside of the classroom. In an attempt to provide opportunities to broaden their educational experiences, students are offered a number of activities. A full activities directory of offerings is available in the high school office. Being involved in these activities is a privilege and not a right. A student can be denied participation in extracurricular/co-curricular activities for conduct outside the school day and off school grounds, which brings discredit to the school and its program, and for behavior which is a threat to other students and places them at risk. All school rules apply both at home and away activities and at dances.

DRUG TESTING FOR STUDENT ATHLETES PHILOSOPHY

The policy is designed to help students and parents cope with drug, alcohol, and tobacco use. Therefore, the policy is in place to provide guidelines for each student/family to receive assistance as needed. Accordingly, the policies established by the Liberty-Benton Schools' administration are based upon the following beliefs:

1. We believe that there is no such thing as responsible use of controlled substances/mood altering chemicals, alcohol, or tobacco by any high school student. Adolescent use is not only against the law---it jeopardizes the student's health and safety, and it inhibits attainment of individual potential. Therefore, any use of controlled substances/mood altering drugs, alcohol, or tobacco by student athletes will not be tolerated.
2. **We believe that participation in athletics is a privilege, not a right.** Student athletes are in a highly visible setting of leadership and /or competition/performance. Therefore, these student athletes will be held to a higher accountability of conduct

and behavior than the student who chooses neither to participate nor to represent Liberty-Benton Schools.

3. We believe that the school's ignoring a rumor implies consent. Therefore, all reports, information, or rumors will be investigated by coaches, advisors, and/or administration.
4. We believe that the parent(s)/guardian(s)/custodian(s) of a student athlete have a right to be informed. Therefore, the parent(s)/guardian(s)/custodian(s) will be contacted regarding findings by school staff.
5. We believe that violating the drug policy in a school or community setting reflects poorly on the individual, family, team/organization, and school. Therefore, violations of this nature will carry penalties in regard to competition/contests/performances.
6. We believe that participation is better than exclusion. Therefore, first offense violations allow the student to remain a member of the team as long as he/she follows the assistance recommendations.
7. We believe that the coaches, trainer, team doctors, guidance counselor, and administration are interrelated. Therefore, these departments must share information in an effort to promote a lifestyle among students that is drug, alcohol, and tobacco free. Professional judgment will be used regarding the sharing of confidential information shared with school staff; however, we believe that when all resources are called upon for assistance, more help can be provided to the student.

PURPOSE

1. To provide a healthy and safe environment to all student athletes participating in the athletic program.
2. To discourage or provide a deterrence for all student athletes from using drugs or alcohol.
3. To provide solutions for the student athlete who does use drugs and/or alcohol.
4. To provide the athletic department with guidelines and disciplinary policies for violations of the drug free policy.

DEFINITIONS

1. **Student Athlete** - Any person participating in a high school athletic program and/or contests under the control and

jurisdiction of the Liberty-Benton Local Schools and/or the Ohio High School Athletic Association.

2. **Athletic Season** - In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of all contests for that sport for the Liberty-Benton Local Schools.
3. **Random Selection** - A system of selecting athletes for drug and alcohol testing in which each athlete shall have a fair and equitable chance of being selected each time selections are required.
4. **Illegal/Illicit Drugs** - Any substance included in USC 802 (6), in which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law.

This definition also includes all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use by the prescription or the manufacturer.
5. **Alcohol** - Any intoxicating liquor, alcohol, wine, beer, mixed beverage, or malt liquor/beverage, as defined in the Ohio Revised Code Section 4301.01. The term “alcoholic beverages” includes any liquid or substance, which contains alcohol in any proportion or percentage. The term “alcoholic beverage” does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer, and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, providing the substance is (a) authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student’s name and directions for use or (b) an over-the-counter medicine.
6. **Assessment** - A program operated by a certified chemical dependency counselor or at an agency certified by the Ohio Dept. of Alcohol and Drug Addiction Services, or a licensed physician trained in chemical dependency.
7. **Possession** - Having control over an item.
8. **Trafficking** - Sell, offer to sell, distribute, possess with intent

to distribute, cultivate, manufacture, or otherwise engage in any part of the production of a controlled substance.

9. **Controlled Substances** - Means a drug, compound, mixture, preparation, or substance included in Schedule I, II, III, IV, or V established pursuant to the Ohio Revised Code.

10. **Mood-Altering Chemicals** - Includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, and any common substance such as “white out,” glue, gasoline, aerosols, cleaning solutions, etc..., used for its mood-altering effect. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student’s name and directions for proper use.

11. **Paraphernalia** - Instruments such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits, and any other items normally or actually used for the packaging, conveyance, dispensation, or use of drugs will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a controlled substance.

12. **Tobacco** - All types of tobacco products, including smokeless.

13. **Counterfeit Substance** -

(1) Any drug that bears, or whose container or label bears, a trademark, trade name, or another identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark.;

(2) Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, possessed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it;

(3) Any substance that is represented to be a controlled substance/ mood-altering chemical, but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical;

(4) Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a

controlled substance/mood-altering chemical because of its similarity in shape, size, and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

TYPES OF TESTING

1. TEAM TESTING:

At the beginning of each season, all eligible athletes will submit to urine drug testing. This testing will be completed within the first two weeks of the season on a specified date and time. The collection process will take place on school property or at the Board of Education approved testing facility.

In the event that the athlete is absent from the pre-season testing, the athlete will submit to urine drug and alcohol testing at the Board of Education approved testing facility within **five calendar days** of the scheduled pre-season team testing. Failure to do so will result in the athlete not being permitted to play that season in any sport. The Athletic Director is responsible for ensuring that all student athletes and their parents/guardians properly sign the INFORMED CONSENT AGREEMENT prior to the testing. Any student moving into the District shall be tested prior to the time he/she joins a sport.

2. RANDOM TESTING:

In-season random testing will be done throughout the season. An athlete may be randomly tested more than once per season. Once an athlete has participated in a sport, they are subject to random testing throughout the school year, regardless of how many sports they participate in during the year. In the event of a positive result, the athlete may have the original sample re-tested within 24 hours at his/her own expense.

a. Random Selection of Student Athletes:

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

b. Scheduling of Urine Drug Testing:

Random testing is unannounced. The day and date are selected by the Athletic Director and confirmed with the Principal. Random testing will be done weekly.

3. REASONABLE SUSPICION TESTING:

School officials will have the right to have student athletes tested for the use of illicit or banned substances when there is “reasonable suspicion” surrounding the particular student athlete. This reasonable suspicion will be left solely to the judgment of the school official (Coach, Athletic Director, Principal).

REFUSAL TO TEST

Any student athlete refusing to submit a urine sample during a pre-season, random, or reasonable suspicion test will have **24 hours** to produce a **non-dilute sample** at the approved Board of Education facility, at their own expense, with no cost reduction. Failure to comply within the 24 hour period is an Athletic Code of Conduct violation which is equivalent to a 1st, 2nd, or 3rd offense violation of the Drug Policy (this is dependent upon any previous violations).

DRUGS FOR WHICH ATHLETES MAY BE TESTED

Marijuana - LSD - Alcohol - Amphetamines - Barbiturates - Nicotine (Tobacco) - Benzodiazepines - Methadone - Anabolic Steroids - Methaqualone - Opiates - Cocaine - Propoxyphene (Darvon)

APPROVED BOARD OF EDUCATION TESTING FACILITY

The only facility in which the Liberty-Benton Local Schools will accept test results from is:

**GREAT LAKES BIOMEDICAL
25660 N. DIXIE HIGHWAY
PERRYSBURG, OHIO 43551
(419) 872-5343 OFFICE
(419) 872-7464 FAX**

This facility has on-call technicians 24 hours a day, 7 days a week to help working parents. Call ahead to notify them of your arrival. Testing done at this facility is at the athlete's expense with no cost reduction. **A parent/guardian is required to accompany any minor under the age of 18 years old.** If a parent/guardian is unable to accompany a minor, the parent may sign a waiver allowing the minor to test without adult supervision. These forms are available in the Athletic Office or they can be faxed from the facility.

COLLECTION PROCESS

The selected student will be notified to report to the collection site. A specimen of urine is collected following this process:

1. Drug testing area must be secured during the testing.
2. Only lab technicians and students will be witness to the test.
3. Privacy must be kept for all students.
4. The Athletic Director is responsible for ensuring that the Informed Consent Agreement is completed and signed by both parent/guardian and student.
5. When students arrive and cannot give a sample, they will need to start drinking water, pop, or juice. After 36 oz., the human body will need to urinate.
6. Any student who is taking a medication must notify the technician prior to testing and have the medication listed on the Informed Consent Agreement.
7. No bags, backpacks, purses, cups, containers, or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves, or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area.
8. Students processed by the technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area, they may not be allowed to test. They are not to have contact with anyone until after they have tested.
9. Students will be asked to hold out their hands and a sanitizer will be put on their hands. The bathroom personnel will add a

dye to the toilet.

10. Students will be asked to urinate directly into the collection cup given to them by the lab technician. The technician will stand outside the stall and listen for normal sounds of urination.
11. Any and all adulterations or diluted samples of the specimen will be detected and considered the same as a test refusal or drug policy violation. The lab checks samples for adulterations or diluted samples and requires a retest within 24 hours if so occurs.
12. Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be sent to the lab for immediate confirmation of tampering.
13. The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
14. Students are not to flush the toilets. In the event that a student flushes the toilet, they will be required to give a new sample immediately or the sample will be invalid.
15. With the student watching, the technician will recap the sample and hand it to the student who must then return it to the technician. In the event the student does not hand the cup directly to the technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or walks out to talk with anyone, the sample is invalid and the student will have to give another sample.
16. Any infringement of these rules will result in the student taking a retest.
17. This collection procedure is subject to change because of procedural requirements by the testing agency. The Liberty-Benton Local Schools reserves the right to change the collection procedure to coincide with the testing guidelines as set forth by the agency.

CONSEQUENCES FOR VIOLATIONS OF DRUG POLICY

A. POSSESSION OF ALCOHOL, CONTROLLED SUBSTANCES, MOOD ALTERING CHEMICALS, TOBACCO

OR

B. POSITIVE TEST RESULT (Drugs, Alcohol, Tobacco)

FIRST OFFENSE

1. Loss of any leadership position in athletic activities for the remainder of the school year.
2. A letter shall be mailed to the parent(s)/guardian(s) and a copy placed in the athlete's file that alerts the athlete of the violation, and informs the athlete of the consequences of further violations.
3. The athlete will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Dept. of Health or the Ohio Dept. of Alcohol and Drug Addiction Services) for chemical dependency assessment, and then follow the recommendations of the counselor. The parent/guardian is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor. The athlete will be denied 20% of the regularly scheduled contests of the current sport season. This includes any post-season contests or will be extended through the next sport season. The parent/guardian and athlete will meet with the Athletic Director, the coach, and the administrator to determine reinstatement. The athlete may be required, at parent/guardian expense, to submit to weekly testing for the remainder of the current athletic season.

OR

- * If the athlete does not comply with the first offense consequences (items 1-3), the student will be denied participation in interscholastic athletics for the remainder of the current season and the next athletic season.
4. For tobacco, the denial of privilege may be reduced to 10% of the scheduled contests if the athlete participates in a tobacco intervention/education program. The Athletic Director may reinstate the athlete upon evidence of participation in a tobacco intervention/education program. The participation in a tobacco

- intervention/education program is paid for by the parent(s)/guardian(s)/custodian(s) of the athlete.
5. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete, or the date on which the violation of the substance abuse policy has been determined.

SECOND OFFENSE

1. The athlete is denied contest participation for one calendar year from the date of notification or the violation. Coaches, at their discretion, may allow an athlete to practice with a team. The athlete will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Dept. of Health or the Ohio Dept. of Alcohol and Drug Addiction Services) for chemical dependency assessment, and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor. The parent/guardian/custodian and athlete will meet with the Athletic Director and the Principal to determine the reinstatement. The athlete may be required, at parent/guardian/custodian expense, to submit to weekly testing for the remainder of the current athletic season.

THIRD OFFENSE

1. The athlete is permanently denied participation in athletics in the Liberty-Benton Local Schools.

ROLL BACK PHASE

If the student athlete violates the alcohol/drug policy during their 7th or 8th grade years, they may **roll back or erase** a violation step, (if) the following conditions are met:

(this only applies to violations that occur in middle school years):

1. The athlete submits to pre-season testing during the Fall, Winter, and Spring seasons, regardless if they participate in a sport.
2. The athlete produces (3) negative test results during the time that extends to the first day of their sophomore year.

3. Completion of any drug/alcohol counseling sessions.
4. Reinstatement meeting conducted with the Principal and Athletic Director.

**C. SELLING/ATTEMPTING TO SELL ALCOHOL,
TRAFFICKING IN CONTROLLED
SUBSTANCES/MOOD-ALTERING CHEMICALS**

Student athletes who in any way aid or abet another student will be disciplined as if he/she were the principal offender.

FIRST OFFENSE

1. A letter shall be mailed to the parent(s)/guardian(s) and a copy placed in the athlete's file that alerts the athlete of the violation, and informs the athlete of the consequences of further violations.
2. Dismissal from all athletics for the remainder of the school year.
3. Information collected related to trafficking will be reported to appropriate law enforcement authorities.

Any Additional Offense will result in permanent denial of participation in athletics in the Liberty-Benton Local Schools.

REASONABLE SUSPICION

Reasonable suspicion is still part of the Athletic Code of Conduct. Therefore, athletes who use alcohol, tobacco, or drugs will be subject to denial of participation. The Athletic Department reserves the right to enforce its policy based upon reasonable suspicion. Disciplinary action based on reasonable suspicion will be the responsibility of the Athletic Director.

DISCIPLINARY PROCEDURES

1. When school personnel learn that a student has violated or is suspected to have violated any rule, the Athletic Director and Principal (designee) shall be notified immediately. The investigation shall be initiated within 72 hours of notification.
2. The student may be temporarily removed from an athletic contest and/or practice by the Principal (designee), Athletic

Director, coach, or faculty manager responsible for supervision of that activity.

3. A review committee, consisting of the coach/advisor and the Athletic Director at a minimum, will meet to investigate the violation. If the review committee feels action beyond temporary removal is warranted, the Principal or designee shall inform the student and the parent/guardian of the specific violation and possible penalty.
4. An informal hearing with the student and the review committee will be held.
5. Violations shall be determined based on the totality of all reasonable, available evidence. The review committee shall have the authority to hear testimony, receive sworn statements and evidence, and take any other reasonable actions necessary to reach a decision.
6. The Principal/Designee will inform the student and the parents of the review committee's decision.
7. The review committee's decision may be appealed to the Superintendent/Designee.
8. During an appeal, the student may practice, but may not participate in any official activity pending the outcome of the hearing conducted by the Superintendent/Designee. **The decision of the Superintendent/Designee is final.**

DUE PROCESS

Each student who is in violation of the Drug, Alcohol, and Tobacco Policies will be afforded due process. The student will have the right of appeal consequences to the building principal. This must be done, in writing, within 72 hours of the consequences being determined. All consequences will be enforced during the appeal period. A final appeal may be made to the Superintendent of schools or his/her designee, in writing, within 72 hours of the consequences being determined. All consequences will be enforced during the appeal period.

VOLUNTARY REFERRAL OPPORTUNITY

Students have the opportunity for a voluntary referral procedure to seek information, guidance, counseling, and/or

assessment in regard to the use or possession of tobacco, alcohol, and other controlled or non-controlled substances. Voluntary referrals may be made by the student, his/her immediate family, or from a fellow student. Voluntary referrals will not carry violation consequences on the first offense only; however, it will be counted as a violation.

To avoid receiving a denial of participation, the student must complete an assessment and follow recommendations of any evaluation or assessment. Completion of all assistance requirements must be within the time schedule established by Intervention Assistance. The voluntary referral can be made to the coach/advisor, guidance counselor, Principal, or Athletic Director. Voluntary referral cannot be used by student participants as a method to avoid consequences of the Athletic Code of Conduct and must be made within 72 hours of the violation. Voluntary referral must occur prior to any report of violations, and 72 hours prior to a random drug test. **Involvement by law enforcement officials negates the option of voluntary referral.**

The student may use the option of voluntary referral once in his/her career in Liberty-Benton Local Schools. Voluntary referral which results in no prohibition from participation is considered a first violation. Any subsequent violations will be enforced accordingly. If the student requesting the voluntary referral opportunity does not complete the assessment recommendations by the established time schedule, the violation consequence will be put into effect immediately.

BACKPACKS

Backpacks are not permitted in classrooms, computer labs, or to be carried around through the hallways. They present several safety concerns around the building: bumping into other students with such heavy contents, causing physical damage to students carrying such heavy loads unbalanced on their backs, accidentally knocking into computer equipment in classes, and generally taking up too much space in hallways, classrooms, and computer labs.

Students may bring backpacks and book bags into the building as long as they are stored inside student lockers during the school day.

FIELD TRIPS

In order for a student to attend a field trip, a signed permission slip and emergency medical form must be on file in the office. While on a field trip, students are to behave as if they were within the school building. It is important to remember that each student of a trip represents not only the school and his/her parents, but the community as well.

IMMUNIZATION

In compliance with state mandates, the county nurse checks all student health records to be sure they have received the required immunizations. When deficiencies are identified, parents are notified and steps must be taken to correct the situation. Students who are not in compliance after a specified date will be excluded from school.

LOCKERS

The lockers remain the property of the Liberty-Benton Board of Education and are supplied for student use in storing personal belongings and books. They are at no time to be used for storing articles which are against the law, against the rules of the school, or serve no useful purpose for school related activities. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, school grounds, student vehicles, etc..., and their contents are subject to search by school authorities at any time and without warning. Dogs may be brought in at any time unannounced to search the premises and facility. If locks are used on lockers, students should provide the office with a key or combination, or it may be cut off to be searched.

ORGANIZATIONS, CLUBS, PUBLICATIONS

All new clubs, organizations, and publications must be pre-approved by the administration, and a staff member must be present to monitor meetings and activities. The Liberty-Benton school website is property of the Liberty-Benton Local Schools, and no personal information may be copyrighted. Publications such as the district newsletter, yearbook, and school website are

connected to the overall school program and are subject to editorial control by the school's authorities.

The school recognizes the rights of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material, buttons, and badges. All of these items must meet school guidelines. Students who are unsure whether or not materials they wish to display or distribute meet school guidelines should present them to the principal at least 24 hours prior to display or distribution.

PARKING PERMITS & VEHICLES

Every student driving to school must display a student parking permit. These permits may be obtained in the high school office, and failure to display the permit may result in insubordination or loss of driving privileges. Vehicles are subject to search by school authorities at any time, and dogs may be brought in at any time unannounced to assist in searching vehicles.

PASS SYSTEM

The purpose of a pass system is to aid the school in its responsibility to constantly account for the students entrusted to its care. At Liberty-Benton High School, two passes are utilized. They are briefly described below.

- A. "Permit to Leave School"--A student receives a pink slip when he/she gives the building principal an **acceptable** note from a parent to leave school during the day. This note **must specify** the time to be excused from school and the **specific reason**. If the student is leaving for an appointment, the note must say what type of appointment.
- B. "Special Excuse"--A student receives a blue pass from a teacher anytime it is necessary to leave his/her assigned area. These passes are given when a teacher requests a student to go somewhere.
- C. "Handbook Page Passes For Each Nine Weeks"--These passes are used when a student needs to go to the restroom, to his/her locker, or to the library. Teachers may still limit the number

of these passes used within their classroom, and teachers will be able to see how frequently students have used these passes. As is evident, the pass system employed at the school is quite simplistic, but functional.

PHONES

When students are sick and need to call home, the calls must be made in the office with the office permission. All other calls students need to make must be done from the pay phone in the cafeteria area. Office phones are primarily for office business.

PRINTING COSTS

In an effort to curtail district costs, Liberty-Benton Schools will monitor and limit student printing. Students are encouraged to conserve on printing supplies whenever possible. For example, when printing information from web pages, rather than printing the entire web page, students should copy and paste the relevant material into a Word file to be printed. Furthermore, students are encouraged to use the print preview feature before they print anything. By using this feature, students can better judge what is going to be printed, what it will look like, and the general layout, thus, limiting printing mistakes. Students are also encouraged to complete as much revising, editing, and proofreading on screen as possible as opposed to printing multiple copies of rough drafts before the final product is printed.

To help facilitate this process, Liberty-Benton Schools will utilize software to monitor and control printing allotments. All students will be given a page limit for the year. Each page will be printed at a rate of \$0.10 per page, and the student's account will display the amount as it decreases from their account. If and when a student reaches a balance of \$0.00, their account will be blocked from printing. At that time, the student may request additional pages for their account through the technology coordinator. All such requests will be evaluated based on both need and administrative discretion. We thank everyone for helping us to cut back on our district printing costs.

SECURITY CAMERAS

Liberty-Benton High School and grounds are protected and monitored by security cameras. There is no expectation of privacy. Actions recorded on these cameras may be used for disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and a possible referral to local law enforcement agencies. Under privacy rights, parents and/or students are not permitted to view recorded surveillance. Only administration and sometimes law enforcement will view and use the surveillance information. Recorded information is only saved for a short period of time before it is no longer in memory, unless saved as evidence of the inappropriate activities.

STUDY HALLS

A study hall provides students with time to complete assignments, attend the library, or enjoy leisure reading. Students should bring enough material with them to keep busy for the entire period since the study hall is not a time for student visitation. Anyone leaving a study hall must have a pass to do so or must remain in the supervised study hall, and students are not permitted to leave the building just because they have an assigned study hall.

TEXTBOOKS

Textbooks are provided at public expense for all students, and students are responsible for returning them upon course completion or withdrawal with only normal wear. A fine will be assessed for damage or misuse of textbooks, and a lost book will be charged at the replacement cost. Students should inspect books as they are issued and report any damage to the teacher. Students are solely responsible for the proper care of their assigned texts.

VISITORS

Parents, student teachers, and individuals on school business are always welcome to the school. It is necessary, however, for visitors to check with the principal's office upon arrival and receive approval for the visit. During the visitation period, the procedure followed is the same as for a visitor to your home.

Please note that student visitors are not permitted except by special permission from the building principal, and this is normally for a potential student to experience Liberty-Benton Schools. Parents who wish to observe classes should make arrangements with the teacher(s) and principal prior to the date of visitation.

WITHDRAWAL

If it becomes necessary to withdraw from school, the student should obtain the proper form from the building principal. This form is then initialed by all of his/her teachers when returning textbooks, paying any financial obligations, and receiving the current grades in each course being taken. The necessary student records are then sent to the new school upon the parent giving the required permission.

WORK PERMITS

Upon student request, applications for work permits may be obtained in the principal's office. After all portions of the application are completed, return the application to the principal's office for the assigning of the work permit.

HANCOCK COUNTY TOLL-FREE CRISIS HOTLINE 1-888-936-7116

Do you or someone you know need help, need to talk, or feel stressed? Please call 1-888-936-7116, available 24 hours a day, 7 days a week. This is a toll-free crisis hotline number that will listen and help.

COMPUTER/ON-LINE SERVICES

The Liberty-Benton Local School District (LBLSD) provides computer and on-line service to students and teachers to promote educational excellence in our schools by facilitating resource sharing and innovation. With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. The LBLSD has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and an industrious user may

discover controversial information. We firmly believe that the valuable information available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. In general, this requires efficient, ethical, and legal utilization of the network resources. If a LBLSD user violates any of these provisions, his or her account may be terminated and future access may be denied. The signatures at the end of this document are legally binding and indicates the parties who signed have read the terms and conditions carefully and understand their significance.

Network Privacy and Acceptable Use Policy TERMS, CONDITIONS, AND RESPONSIBILITY

Acceptable Use:

1. The purpose of student use of the internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources. The use of your account must be in support of education and research and consistent with the educational objectives of the LBLSD.
2. Uses of other organizations' networks or computing resources must comply with the rules appropriate for that network.
3. Use for product advertisement or political lobbying is also prohibited.

Privileges:

1. The use of the internet is a privilege, not a right, and inappropriate use could result in cancellation of these privileges.
2. The school administrators will deem what is inappropriate use and their decision is final.
3. The school administrators may close an account at any time as required.
4. The administration, faculty, and staff of the LBLSD may request the technology coordinator to deny, revoke, or suspend

user accounts.

5. User accounts may be suspended temporarily or indefinitely.

6. A student's suspension of privileges due to disciplinary action could negatively affect the student's grade in one or more classes, depending on the class requirements.

Network Etiquette And Responsibilities:

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not get abusive in any message or work you complete.

2. Use appropriate language. Do not swear, use vulgarities, use threatening or racially inflammatory language, or any other inappropriate language.

3. Do not use the network in a way that you would disrupt the use of the network by other users.

4. Do not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.

5. Use of the internet to access, process, distribute, display, or print pornographic material, other offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the school computer(s) and/or the school's network are prohibited. (i.e., viruses)

7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computer system is prohibited. Students must avoid intentionally wasting limited resources.

8. Use should be for educational purposes only. There will be no access to home e-mail accounts, games, or surfing, except for research purposes.

It is the intention of the Liberty Benton Local Board of Education to protect the privacy of students who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the District.

The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the District.

Acceptable and Unacceptable Uses

The computers, computer network and messaging systems of the School District are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by students for personal communications is permitted as long as such communications are limited in number, are initiated during non-educational periods, and do not interfere with the primary intended uses of the system.

The following are uses which are unacceptable under any circumstances:

- the transmission of any language or images which are of a graphic sexual nature
- the transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening uses that constitute defamation (libel or slander)
- uses that violate copyright laws
- uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment)
- any commercial or profit-making activities
- any fundraising activities, unless specifically authorized by an administrator
- installation of any personal hardware or software
- removal or relocation of any district computer hardware without the explicit permission of the Technology Coordinator or building administrator
- Any act that violates Public Law 107-110 Section 2441, No Child Left Behind

Security and Integrity

Students shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system. Students shall not take any actions which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the Technology Coordinator). Students shall report to the Technology Coordinator or a School District administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their educational experience.

Internet Safety

- **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
- **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private

setting.

- **“Hacking” and Other Illegal Activities.** It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- **Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.
- Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

- The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h](7)), as meaning any picture, image, graphic image file, or other visual depiction that
 - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
 - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Right of Access

Although the Board of Education respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the District’s computer network and messaging systems require that full access be available at all times. The School District therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein. All such data, information, and messages are the property of the School District and students should have no expectation that any messages sent or received on the School District’s systems will always remain private.

